

# HEAD- MASTERS' MANUAL

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*Compiled & Edited by*

**WEST BENGAL HEADMASTERS'  
ASSOCIATION**

## PREFACE TO THE FIRST EDITION

It is a pleasure to me to introduce the Headmasters' Manual to the Heads of the Institutions as well as to the persons associated with the school organization. The practical utility of having such a 'ready reckoner' on the desk of the Headmaster need not be over-emphasized. The professional courses deal with only broad principles of school administration and management leaving out the rules and regulations that are actually in vogue. Hence for some time past it had justly been felt that the Teachers' Associations should work for safeguarding not merely the professional interests of the employees in educational institutions but the broader educational interest of the nation as well. The Headmasters' Manual is the outcome of such a feeling and it is nothing but a token evidence of the constructive approach of the West Bengal Headmasters' Association towards the problems we have to face.

Our thanks are due to all who actively co-operated with us in its compilation, but among them the name of Sri Manindrakumar Ghosh, retired Headmaster, Benepukh Vidyapith, deserves special mention. We encroached upon his leisure time which he has been enjoying since his retirement and he readily conceded that.

We have tried our best to incorporate all relevant circulars in this volume but still it will not be surprising if some of them are left out. We, therefore, request our colleagues to make a list of such omissions which they feel should be incorporated in and send it to us for inclusion either in the next edition or in a supplementary volume.

**Bishnubrata Bhattacharya**

The 1st March, 1965

*Hony. Secretary,*  
W. B. Headmasters' Association.

## PREFACE TO THE SECOND EDITION

An educationist like Mr W. E. Ulrich, Special Representative of the World Confederation of Organizations of Teaching Profession for Asian Countries, opines that the Headmasters' Manual compiled by the West Bengal Headmasters' Association is the first of its kind ventured upon by any Teachers' Association in India. Indeed we cannot but congratulate ourselves on the warm appreciation and patronage the Manual has received from our colleagues and educationists at large all over the country. The fact that more than three thousand copies of the book were sold out so quickly within a few months of its publication, bears ample testimony to its popularity. The Association was just thinking of setting its hand to compilation of a revised second edition of the book, but incessant and impatient demands from various quarters for immediate supply of the Manual allow us little time to bring out a new edition incorporating therein the recent rules and regulations of the Department. The present volume is therefore, practically a reprint of the previous edition. However, we assure the users of this book that a supplementary volume containing the latest relevant circulars will be put about as soon as practicable.

It remains only to repeat our heartist thankfulness to our innumerable friends and well-wishers whose precious advice and wise guidance have ever been a source of inspiration to the Association.

**Bishnubrata Bhattacharya**

*Hony. Secretary,*

W. B. Headmasters' Association

15th August, 1966

## PREFACE TO THE THIRD EDITION

We can most complacently congratulate ourselves that the first two editions of the *Headmasters' Manual* have run out within an incredibly short space of time and that there is an incessant demand from various quarters for the third edition of the book. We were a bit hesitant to bring out another edition at this stage when education in West Bengal, secondary education in particular, is in a process of reorganization and reconstruction, and rules and regulations in vital matters are being constantly revised. But insistent requests from numerous Headmasters, Assistant Teachers, Managing Committee Members, and even lawyers and benchers for only a reprint of the previous edition without delay, have compelled us to revise the book hurriedly and present this volume to the waiting public who have appreciated its merit. In this edition we have tried to incorporate the recent circulars of the Department as far as practicable.

**Bishnubrata Bhattacharya**

General Secretary,  
West Bengal Headmasters'  
Association

July, 1969

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# HEADMASTERS' MANUAL

## I

### THE WEST BENGAL BOARD OF SECONDARY EDUCATION ACT 1963

( *Effective from January, 1964* )

#### CHAPTER I

##### Preliminary

1. (1) This Act may be called the West Bengal Board of Secondary Education Act, 1963.

(2) It extends to the whole of West Bengal.

(3) It shall come into force on such date as the State Government may, by notification in the *Official Gazette*, appoint.

2. In this Act, unless the context otherwise requires,—

- (a) "Board" means the West Bengal Board of Secondary Education established under this Act ;
- (b) "Head of Institution" means the head of the teaching staff of an Institution, by whatever name he or she may be designated ;
- (c) "Institution" means a High School or a Higher Secondary School or an educational Institution or part or department of such school or Institution imparting instruction in Secondary Education ;
- (d) "Managing Committee" used in reference to an Institution includes the Governor or the Governing Body of such an Institution ;
- (e) "notification" means a notification published in the *Official Gazette* ;
- (f) "prescribed" means prescribed by rules made under this Act :

- (g) "President" means the President of the Board ;
- (h) "Primary Education" means education imparted in a primary school as defined in any Bengal Act or West Bengal Act or education equivalent thereto ;
- (i) "recognised" with its grammatical variations, used with reference to Institutions, means recognised under this Act or within the meaning of the West Bengal Secondary Education Act, 1950 ;
- (j) "regulation" means a regulation made by the Board under this Act ;
- (k) "rule" means a rule made by the State Government under this Act.;
- (l) "Secondary Education" means general education above the primary education stage provided for students with a view to qualifying them for admission to a certificate, diploma or degree course instituted by a University or by Government and includes, subject to any general or special order of the State Government,—
  - (i) technical education,
  - (ii) agricultural education,
  - (iii) commercial education,
  - (iv) education for the physically handicapped,
  - (v) education for the mentally retarded and defectives,
  - (vi) education in Reformatory schools and jails, or
  - (vii) any other type of education which the State Government may, in consultation with the Board, specify.

## CHAPTER II

### The Board

3. (1) The State Government shall, as soon as may be after this Act comes into force, establish a Board named The West Bengal Board of Secondary Education.

(2) The Board shall be a body corporate with perpetual succession and a common seal, shall be entitled to acquire, hold and dispose of property, to enter into contracts and to do all other things necessary for the purposes of this Act, and shall by its name sue and be sued.

4. The Board shall consist of the following members :—

- (1) the President ;
- (2) the Director of Public Instruction, Government of West Bengal, or if the State Government so directs the Joint Director of Public Instruction, Government of West Bengal, *ex-officio* ;
- (3) the Director of Agriculture, Government of West Bengal, *ex-officio* ;
- (4) the Director of Industries, Government of West Bengal, *ex-officio* ;
- (5) the Director of Health Services, Government of West Bengal, *ex-officio* ;
- (6) the Principal, Bengal Engineering College, Shib-pore, *ex-officio* ;
- (7) the Chief Inspector, Technical Education and Director of Technical Training, Government of West Bengal, *ex-officio* ;
- (8) the Chief Inspector of Women's Education, Government of West Bengal. *ex-officio* ;
- (9) the Chief Inspector of Secondary Education, Government of West Bengal, *ex-officio* ;
- (10) two persons nominated by the State Government from amongst the teaching staff of technical or professional Institutions not being Heads of Institutions ;
- (11) Dean of the Faculty of Arts and Dean of the Faculty of Science of the Calcutta University, *ex-officio* ;
- (12) the Principal, College of Engineering and Technology, Jadavpur University, *ex-officio* ;

- (13) the Adhyaksha, Kala-Bhawan, Viswa-Bharati, Santiniketan, *ex-officio* ;
- (14) a Dean nominated by each of the Universities of Burdwan, Kalyani and North Bengal ;
- (15) (a) two Heads of recognised High Schools or recognised Higher Secondary Schools nominated by the State Government ;  
 (b) two Heads of recognised High Schools or recognised Higher Secondary Schools elected in the manner prescribed, one of the two elected being the Head of such a High School or such a Higher Secondary School for girls ;
- (16) one representative of each of the Associations, not being District or Regional Associations, recognised by the State Government, of teachers of Institutions, elected in the manner prescribed, from amongst the members of the Executive Committee of such Association ;
- (17) two representatives of the West Bengal State Legislature, one being elected from amongst the members of the West Bengal Legislative Council, and one being elected from amongst the members of the West Bengal Legislative Assembly in the manner prescribed ;
- (18) four persons interested in education to be nominated by the State Government one of whom shall be a woman and at least one shall be a member of the Managing Committee of a recognised Institution.

5. (1) If by such date as may be prescribed any of the authorities, other than the State Government, fails to elect or nominate a member or members as provided in section 4, the State Government shall appoint member or members qualified for election or nomination by such authority ;

Provided that in the case of the State Legislative

Assembly if the said Assembly has been dissolved, the State Government shall appoint a suitable person to be a member to hold office until the said Assembly is reconstituted and a representative is elected by the members thereof.

(2) A person appointed under this section shall be deemed to be a member of the Board duly elected or nominated under section 4.

6. The name of every person elected or nominated under section 4 or appointed under section 5 as a member of the Board shall be published in the *Official Gazette* as soon as may be after his election or nomination or appointment, as the case may be.

7. (1) Subject to the provisions of this Act, an elected, nominated or appointed member of the Board shall hold office for a term of five years from the date on which his name is published under section 6, and may, on expiration of such term, be re-elected, re-nominated or re-appointed.

(2) Notwithstanding the expiration of the term of five years specified in sub-section (1) an elected, nominated or appointed member of the Board shall continue to hold office until the vacancy caused by the expiration of the said term has been filled in accordance with the provisions of this Act.

8. If any member dies or resigns his office or ceases to be a member for any other reason the vacancy shall be filled up by a fresh nomination or election under section 4 and the member so nominated or elected shall hold office for the unexpired portion of the term of the member whose place he fills.

9. (1) The President shall be appointed by the State Government.

(2) The term of office of the President shall be five years from the date of his appointment.

(3) The President shall cease to hold office if at any time he becomes subject to any of the disqualifications referred to in sub-section (1) of section 11.

(4) The President may resign his office by giving notice in writing to the State Government.

(5) The President shall receive such salary and allowances, if any, from the West Bengal Board of Secondary Education Fund as the State Government may determine.

10. (1) If the President dies or resigns his office or ceases to hold office or is temporarily absent the State Government shall authorise a member of the Board to exercise the powers and perform the duties of the office of the President until the President resumes office or a new President is appointed, as the case may be.

(2) A President appointed to fill a casual vacancy, under sub-section (1), shall hold office for the unexpired portion of the term of the President whose place he fills.

11. (1) A person shall be disqualified for being elected, nominated or appointed a member of the Board if he :—

- (a) has been adjudged by a competent Court to be of unsound mind ;
- (b) is an undischarged insolvent ;
- (c) being a discharged insolvent, has not obtained from the Court a certificate that his insolvency was caused by misfortune without any misconduct on his part ;
- (d) has been convicted by a Court of an offence which is declared by the State Government to be an offence involving moral turpitude, unless—
  - (i) Such disqualification is condoned by the State Government, or
  - (ii) the term of his sentence of imprisonment, or a period of five years from the date of his conviction, whichever is longer, has expired ;
- (e) directly, or indirectly, by himself or his partner,—
  - (i) has or had any share or interest in any text-book approved by the Board or published by or under the authority of the Board, or

- (ii) has any interest in any work done by order of, or in any contract entered in on 'behalf of, the Board.

provided that person who had any share or interest in any text-book referred to in sub-clause (i) shall not be deemed to have incurred the disqualification under the said sub-clause if five years have elapsed from the date of the publication or republication of such text-book.

(2) If an elected, nominated or appointed member of the Board becomes after his election, nomination or appointment, as the case may be, subject to any of the disqualifications specified in sub-section (1), his membership shall thereupon cease with effect from such date as the State Government may direct.

12. (1) If any question arises relating to—

- (i) the eligibility of any person for election as a member of the Board, of any Committee or of a Regional Examination Council under this Act, or
- (ii) the manner in which any such election has been held, or
- (iii) the disqualification of any member of the Board, of any Committee or of a Regional Examination Council continuing as such member,

such question shall be referred for decision to a Tribunal consisting of a Judicial officer not below the rank of a District Judge or an Additional District Judge, appointed by the State Government.

(2) The procedure to be followed by the Tribunal shall be such as may be prescribed.

(3) The decision of the Tribunal under sub-section (1) shall be final and no suit or proceeding shall lie in any Civil or Criminal Court in respect of any matter which has been or may be referred to, or has been decided by, the Tribunal under that sub-section.

13. (1) An elected, nominated or appointed member of the Board may resign his seat by giving notice in writing to the President, and when such resignation is accepted by the Board, such member shall be deemed to have vacated his seat.

(2) The State Government may, by notification, and after giving the member concerned an opportunity of being heard, remove any elected, nominated or appointed member of the Board, if, without obtaining the consent of the President, he is absent from three consecutive meetings of the Board.

14. The President, or in his absence, one of the members of the Board elected from amongst those present, shall preside at meetings of the Board, and the President or such member shall be entitled to vote on any matter and shall have a second or casting vote in every case of equality of votes.

15. (1) No member of the Board shall vote on any matter in which he has any personal or pecuniary interest or if it relates to any Institution of which he is either a teacher or a member of the Managing Committee.

(2) The President or the member presiding at a meeting of the Board shall decide any question arising under sub-section (1) and his decision thereon shall be final.

16. (1) The Board shall have a Secretary who shall be appointed by the State Government.

(2) The Board may appoint such other officers and servants as it considers necessary for carrying out the purposes of this Act.

(3) The terms and conditions of appointment and the scales of pay and allowances, if any, shall—

(a) as respect the Secretary be such as may be prescribed, and

(b) as respect the other officers and servants be such as may be determined by regulations.

(4) Subject to the general control and supervision of the President, the Secretary shall be the principal administrative officer of the Board. He shall be entitled to attend

and speak at any meetings of the Board, but shall not be entitled to vote.

17. Such members of the Board or of any Committee or Council constituted under this Act as are not in the service of the State Government, shall, in respect of expenses incurred by them in attending meetings of the Board, or of any such Committee or Council, or in exercising any powers or performing any duties conferred or imposed upon them by or under this Act, be paid by the Board such allowances and at such rates as may be prescribed.

### CHAPTER III

#### Committees and Regional Examination Councils

18. As soon as may be after the Board is established the Board shall constitute the following Committees namely :—

- (a) the Recognition Committee ;
- (b) the Syllabus Committee ;
- (c) the Examinations Committee ;
- (d) the Appeal Committee ;
- (e) the Finance Committee.

19. (1) The Recognition Committee shall consist of the following members :—

- (a) the President ;
- (b) the Director of Public Instruction, Government of West Bengal, or if the State Government so directs, the Joint Director of Public Institution, Government of West Bengal, *ex-officio* ;
- (c) three persons to be elected by the Board in the manner provided by regulations, from amongst its members, one of whom shall be the head of a High School or of a Higher Secondary School referred to in clause (15) of section 4 ;

- (d) the Chief Inspector of Women's Education, Government of West Bengal, *ex-officio*.
- (e) The Chief Inspector of Secondary Education, Government of West Bengal, *ex-officio*.

(2) The President shall be the Chairman of the Recognition Committee and the Secretary to the Board shall be the Secretary to the said Committee.

(3) It shall be the duty of the Recognition Committee to advise the Board on all matters concerning the recognition of Institutions and the Board shall not accord recognition to any Institution except on the recommendation of the Recognition Committee.

20. (1) The Syllabus Committee shall consist of the following members :—

- (a) the President ;
- (b) the Dean of the Faculty of Arts of the University of Calcutta, *ex-officio* ;
- (c) the Dean of the Faculty of Science of the University of Calcutta, *ex-officio* ;
- (d) a Dean nominated by each of the Universities of Burdwan, Kalyani and North Bengal ;
- (e) the Principal, Bengal Engineering College, Shibpore, *ex-officio* ;
- (f) the Principal, College of Engineering and Technology, Jadavpur University, *ex-officio* ;
- (g) the Principal, David Hare Training College, Calcutta, *ex-officio* ;
- (h) the Principal of the Institute of Education for Women, Hastings House, Calcutta, *ex-officio* ;
- (i) the Principal, Post-Graduate Basic Training College, Banipur, *ex-officio* ;
- (j) two Heads of High Schools or Higher Secondary Schools elected by the Board in the manner provided by regulations, from amongst the members of the Board of whom one shall be a woman ;

- (k) two persons having special knowledge of scientific or technical education, who may or may not be members of the Board, elected by the Board in the manner provided by regulations.

(2) The President shall be the Chairman of the Syllabus Committee and the Secretary to the Board shall be the Secretary to the said Committee.

(3) It shall be the duty of the Syllabus Committee to—

- (a) advise the Board about the syllabus and courses of studies to be followed and the books to be studied in recognised Institutions as well as for examinations instituted by the Board ;

- (b) advise the Board on any matter relating to the syllabus, courses of study or books to be studied, as may be referred to it by the Board.

(4) The Syllabus Committee may appoint such Sub-Committee or Sub-Committees as it may consider necessary to advise it upon any matter referred to in sub-section (3) and it shall not be necessary for any member of such a Sub-Committee to be a member of the said Committee or the Board.

21. (1) The Examinations Committee shall consist of the following members :—

- (a) the President ;
- (b) the Director of Public Instruction, Government of West Bengal, or if the State Government so directs, the Joint Director of Public Instruction, Government of West Bengal, *ex-officio* ;
- (c) one person to be nominated by the State Government from amongst the members of the Board referred to clauses (11) to (14) of section 4 ;
- (d) one person elected by the Board in the manner provided by regulations from amongst the members of the Board referred to in clauses (11) to (14) of

section 4, other than the member nominated under clause (c) ;

(e) the Chief Inspector, Technical Education and Director of Technical Training, Government of West Bengal, *ex-officio* ;

(f) the Chief Inspector of Secondary Education, Government of West Bengal, *ex-officio*.

(2) The President shall be the Chairman of the Examinations Committee and the Secretary to the Board shall be the Secretary to the said Committee.

(3) It shall be the duty of the Examinations Committee to—

(a) arrange for the holding of examinations instituted by the Board including the fixing of centres for such examinations ;

(b) appoint Paper-setters and Moderators for such examinations ;

(c) appoint Examiners, Tabulators, Supervisors and Invigilators for such examinations ;

(d) consider, approve and publish the results of such examinations ; and

(e) disqualify candidates for presenting themselves at examinations for any reason considered to be adequate or for being declared as having passed any such examination on the ground of misconduct.

(4) The Examinations Committee shall advise the

Board on—

(a) the rates of remuneration to be paid to the Paper-setters, Moderators, Tabulators, Examiners, Invigilators, Supervisors and others employed in connection with examinations.

(b) the fees to be paid by candidates for examinations ;

(c) any matter relating to examinations which may be referred to it for advice by the Board.

(5) The Examinations Committee may appoint such

Sub-Committee or Sub-Committees as it may consider necessary to advise it upon any matter referred to in sub-sections (3) and (4) and it shall not be necessary for any member of such a Sub-Committee to be a member of the Examinations Committee or of the Board.

22. (1) The Appeal Committee shall consist of the following members :

- (a) the President ;
- (b) a person to be elected by the Board in the manner provided by regulations, from amongst the members of the Board referred to in clauses (11), (12), (13), (14), (16) and (18) of section 4 ;
- (c) a person in the service of the State Government to be nominated by the State Government ;
- (d) the Head of a High School or of a Higher Secondary School elected by the Board in the manner provided by regulations, from amongst the members of the Board referred to in clause (15) of section 4;
- (e) a member of a Managing Committee of recognised Institution nominated by the President.

(2) The President shall be the Chairman of the Appeal Committee and the Secretary to the Board shall be the Secretary to the said Committee.

(3) It shall be the duty of the Appeal Committee to hear and decide appeals by teachers against decisions of Managing Committees of Institutions adversely affecting them, in accordance with regulations made in this behalf.

(4) The decision of the Appeal Committee under sub-section (3) shall be final and no suit or proceeding shall lie in any Civil or Criminal Court in respect of any matter which has been or may be referred to, or has been decided by, the Appeal Committee.

23. (1) The Finance Committee shall consist of the following members :

- (a) the President ;

- (b) the Director of Public Instruction, Government of West Bengal or a person in the service of the State Government nominated by him, *ex-officio* ;
- (c) two members of the Board elected by the Board in the manner provided by regulations ; and
- (d) one person having knowledge of, or experience in financial matters, appointed by the State Government.

(2) The President shall be the Chairman of the Finance Committee and the Secretary to the Board shall be the Secretary to the said Committee.

(3) It shall be the duty of the Finance Committee to prepare the budget of the Board and to perform such other functions as the Board may direct.

24. (1) The Board may, with the approval of the State Government, constitute such other Committee or Committees as it may think fit and any such Committee may be composed wholly or in part of members of the Board.

(2) The Board may, with the approval of the State Government, delegate to any such Committee any of its powers or functions and may in like manner withdraw from it any such power or function.

25. (1) The Board may, with the approval of the State Government, constitute Regional Examination Councils.

(2) The Board may, by notification, entrust to such Regional Examination Councils such powers and duties of the Examinations Committee under sub-section (3) and sub-section (4) of section 21, except those specified in clause (b) of sub-section (3) and clause (b) of sub-section (4) of that section, as it may deem fit.

(3) The number, composition and territorial jurisdiction of Regional Examination Councils shall be such as may be provided by regulations.

26. (1) An elected, nominated or appointed member of any Committee or Council constituted under this Act, who

is also a member of the Board, shall continue to hold office until he ceases to be a member of the Board.

(2) An elected, nominated or appointed member of any Committee or Council constituted under this Act, who is not a member of the Board, shall hold office for such term as may be provided by regulations made in this behalf, and may on expiration of such term be re-elected, re-nominated or re-appointed ;

Provided that, notwithstanding the expiration of the said term, an elected, nominated or appointed member of a Committee or Council shall continue to hold office until the vacancy caused by the expiration of the said term has been filled in accordance with the provisions of this Act.

(3) The provisions of section 5 and of sections 8, 11 and 13 shall apply *mutatis mutandis* to members of any Committee or of a Regional Examination Council constituted under this Act as if references to the Board or the President were references to such Committee or Regional Examination Council or the Chairman of such Committee or Regional Examination Council.

## CHAPTER IV

### Powers and Functions of the Board and President

27. (1) It shall be the duty of the Board to advise the State Government on all matters relating to Secondary Education referred to it by the State Government.

(2) Subject to any general or special orders of the State Government, the provisions of this Act and any rules made thereunder, the Board shall have generally the power to direct, supervise and control Secondary Education, and in particular the power—

(a) to grant or refuse recognition to Institutions, and

- to *withdraw* such recognition, if it thinks fit, after considering the recommendations of the Recognition Committee in accordance with such regulations as may be made in this behalf ;
- (b) to *maintain a register of recognised Institutions* ;
  - (c) to *provide* by regulations, after considering the recommendations, if any, of the Syllabus Committee, the syllabus, the courses of studies to be followed and the books to be studied in recognised Institutions and for examinations instituted by the Board ;
  - (d) to *undertake*, if necessary, with the approval of the State Government, the *preparation, publication or sale of text-books and other books* for use in recognised Institutions ;
  - (e) to *maintain and publish*, from time to time, *lists of books approved* for use in recognised Institutions and for examinations instituted by the Board and to *remove the name of any such books* from any such list ;
  - (f) to *institute Higher Secondary and School Final Examinations and such other examinations* as it may think fit and to *make regulations* in this behalf ;
  - (g) to *make regulations* regarding the conditions to be fulfilled by candidates presenting themselves for examinations instituted by the Board ;
  - (h) to *publish the results of any examinations* instituted by the Board and to *award diplomas, certificates, prizes and scholarships* in respect thereof ;
  - (i) to *provide* by regulations after considering the recommendations of the Examinations Committee and the Regional Examination Councils, if any, the *rates of remuneration to be paid to Paper-setters, Moderators, Tabulators, Examiners, Invigilators, Supervisors and others* employed in connection with

- examinations instituted by the Board, *and the fees to be paid by candidates* for such examinations ;
- (j) *to grant permission to candidates to appear at examinations* instituted by the Board and *to refuse or withdraw such permission* if it thinks fit in accordance with such regulations as may be made in this behalf ;
  - (k) *to administer the West Bengal Board of Secondary Education Fund ;*
  - (l) *to institute and administer such Provident Funds* as may be prescribed ;
  - (m) *to make regulations relating to the conduct, discipline and appeal in respect of the members of the staff.*
- (3) Subject to the provisions of sub-section (2) the Board shall have the power to *make regulations in respect of any matter for the proper exercise of its powers* under this Act.
- (4) No regulation shall be valid unless it is approved by the State Government and the State Government may, in according such approval, make such additions, alterations and modifications therein as it thinks fit :

Provided that before making any such addition, alteration or modification the State Government shall give the Board an opportunity to express its view thereon within such period not exceeding one month as may be specified by the State Government.

(5) All regulations approved by the State Government shall be published in the *Official Gazette*.

28. (1) The President shall be responsible for carrying out and giving effect to the decisions of the Board and of any Committee or Council constituted under this Act.

(2) The President may, in any emergency, exercise any of the powers of the Board provided however that he shall not act contrary to any decision of the Board, and shall, as soon thereafter as may be, report to the Board the action taken by him together with reasons therefor.

- (3) The President shall—
- (a) exercise general supervision over the Secretary and the staff appointed by the Board, and post and transfer the members of the staff;
  - (b) sanction all claims of travelling allowance; and
  - (c) take such other action not inconsistent with any decisions of the Board as he considers necessary for the proper functioning of the Board under this Act.

## CHAPTER V

### Meetings

29. (1) The annual meeting of the Board shall be held in the month of July in each year.

(2) The Board shall meet at such other times as may be appointed by the President.

(3) The President shall, except in the case of an emergency meeting referred to in sub-section (6), give to each member not less than seven days' notice of each meeting including the annual or a special meeting;

Provided that the President shall, on receipt of a requisition signed by not less than ten members of the Board, call a meeting within fifteen days from the date of receipt of such requisition and no business other than that on account of which the requisition has been received shall be transacted at such a meeting.

(4) On receipt of a requisition signed by not less than six members of the Board, the President shall place before a meeting of the Board for discussion any decision of any Committee constituted under this Act to which such requisition relates, and the Board may revise any such decision if not less than two-thirds of the total number of members of the Board are in favour of such revision.

(5) No matter which has been decided by the Board shall

within the period of six months from the date of such decision, be reconsidered except at a special meeting of the Board convened for the purpose upon the requisition of ten numbers and unless not less than two-thirds of the total member of members of the Board vote in favour of such reconsideration.

(6) In case of an emergency, the President may call a meeting, after giving not less than clear two days' notice thereof.

(7) No business shall be transacted at any meeting of the Board unless a quorum of ten members is present.

30. The Board shall make regulations relating to meetings of any Committee or of any Regional Examination Council constituted by it and the procedure to be followed at such meetings.

## CHAPTER VI

### Finance and Audit

31. (1) The President shall place before the annual meeting of the Board held in the year following the year in which it is constituted and before every annual meeting thereafter a report on the working of the Board during the last preceding financial year together with a budget estimate showing in such form as may be prescribed, the anticipated income and expenditure of the Board during the financial year in which such annual meeting is held.

(2) The report shall be forwarded to the State Government within one month of the presentation thereof before the annual meeting of the Board together with such comments thereon as the Board may think fit to make.

(3) The budget estimate shall after confirmation by the Board be forwarded to the State Government within such time as may be prescribed.

(4) (a) The State Government shall within three months of the receipt of the budget estimate either accord

its approval to the same or return it to the Board with such comments and suggestions as it deems necessary if in its opinion such estimate—

- (i) is not reasonably accurate with reference to ascertainable facts or shows a deficit in the closing balance ;
- (ii) includes new items of recurring expenditure which are likely to impose upon the Board in the future financial liabilities which the Board is not likely to be able to meet from its income ; or
- (iii) includes provisions for expenditure which are not in accordance with the provisions of this Act.

(b) If the budget estimate is returned under clause (a), the Board shall consider the comments and suggestions made by the State Government and may, if it thinks fit, revise the said estimate. The Board shall then resubmit the budget estimate as so revised to the State Government, or, the Board shall, if it does not think fit to revise the estimate, resubmit it in its original form to the State Government within one month of receiving it together with its replies on the comments and suggestions made by the State Government.

(c) If the State Government does not approve of the budget estimate as revised by the Board or if the budget estimate is returned by the Board without revision, the State Government may amend the budget estimate by making—

- (i) such modifications as are in its opinion necessary to render the estimate reasonably accurate with reference to ascertainable facts or to balance the income and the expenditure ;
- (ii) additions, alterations or modifications in any provision relating to new expenditure of a recurring nature ;
- (iii) any alteration or modification in any provision for expenditure which, in its opinion, is not in accordance with the provisions of the Act ;

and shall forward the budget estimate as so amended to the Board.

(5) If the State Government does not accord its approval to the said estimate within three months of the receipt thereof for such approval or within three months of the resubmission thereof with or without revision, the said estimate shall be deemed to have been approved by the State Government.

32. The State Government may, after considering the budget estimates, the accounts of the Board and such other reports as it may call for, make such annual or periodical grants to it as it may think fit.

33. (1) The Board shall have a fund to be called the West Bengal Board of Secondary Education Fund to which shall be credited—

- (a) all sums which may be paid by the State Government under section 32 ;
- (b) all fees realised under any of the provisions of this Act ;
- (c) all sums representing income from endowments or from property owned or managed by the Board ; and
- (d) all other sums received by or on behalf of the Board from any other source whatsoever.

(2) The Fund shall vest in the Board and shall be under its control and shall be held by it in trust for the purposes of this Act.

(3) All monies payable to the credit of the Fund shall forthwith be paid into the Reserve Bank of India to the credit of the Fund, and all cheques drawn on the Fund shall be signed by the President or by such other person as he may authorise in writing in this behalf.

34. No expenditure shall be incurred from the Fund except for the purposes of this Act, and unless such expenditure is provided for in the budget approved under this Act

or can be met by reappropriation sanctioned in the prescribed manner.

35. The Board shall keep an account of all its receipts and expenditure in the manner prescribed.

36. (1) The accounts of the Board shall be examined and audited annually in such manner as may be prescribed by an auditor or auditors appointed by the State Government.

(2) For the purpose of examination and audit under sub-section (1) an auditor appointed under that sub-section may—

- (a) require in writing the production before him of any document relating to the Board or the assets thereof which he considers to be necessary for the proper conduct of the audit ;
- (b) require in writing the personal appearance before him of any person accountable for, or having the custody or control of, any such document to answer any question relating thereto ; and
- (c) require any person so appearing before him to submit a statement in writing in respect of any such document.

(3) It shall be the duty of the Board, and of every member thereof, and of the Secretary and the members of the staff in the service of the Board to afford the auditor every facility for the examination and audit of the accounts of the Board and to comply with any requisition made by the auditor under sub-section (2) and with the requirement of any rule made in this behalf.

(4) Any person who wilfully neglects or refuses to comply with a requisition made under sub-section (2) or with the requirement of any rule made in this behalf shall, on conviction, be punishable with fine which may extend to one hundred rupees.

(5) No complaint in respect of any offence punishable

under sub-section (4) shall be made except with the previous sanction of the State Government.

(6) No Magistrate other than a Presidency Magistrate or a Magistrate of the first or second class shall try an offence punishable under sub-section (4).

37. (1) Not more than fourteen days after completion of the audit the auditor shall submit to the State Government a report on the accounts audited, and shall send a copy thereof to the Board which shall forward it to the State Government together with its observations thereon.

(2) The State Government shall take such action on the audit report as it thinks fit.

## CHAPTER VII

### Supplemental Provisions

38. The Board shall furnish to the State Government such reports, returns and statements as may be prescribed and such further information on any matter relating to the Board, as the State Government may require.

39. The State Government may, by order in writing specifying the reasons thereof, suspend the execution of any resolution or order of the Board or of any Committee or any Regional Examination Council constituted under this Act and prohibit the doing of any act which purports to be done or intended to be done under this Act, if the State Government is of opinion that such resolution, order or act is in excess of the powers conferred by or under this Act upon the Board or the Committee or the Council, as the case may be.

40. The members of the Board and of every Committee or Council constituted under this Act, persons in the service of the Board and any person appointed under this Act to audit the accounts of the Board shall be deemed to be public servants within the meaning of section 21 of the Indian Penal Code.

41. No suit, prosecution or other legal proceeding whatever shall lie against any person for anything in good faith done or intended to be done under this Act.
42. A Tribunal appointed under this Act shall have all the powers of a Civil Court for the purposes of receiving evidence, administering oaths and enforcing the attendance of witnesses and compelling the discovery and production of documents, and shall be deemed to be a Civil Court within the meaning of sections 480 and 482 of the Code of Criminal Procedure.
43. No act or proceeding taken under this Act shall be invalid on the ground merely of—
- (a) the existence of any vacancy in, or defect in the constitution of, the Board or any Committee or any Regional Examination Council constituted under this Act.
  - (b) any member of the Board having voted on any matter in contravention of the provisions of section 15, or
  - (c) any defect or irregularity not affecting the merits of the case.
44. Every matter or thing required to be provided by regulations under this Act shall, until such regulations are made, be provided by rules made under this Act.
45. (1) The State Government may, after previous publication, make rules for carrying out the purposes of this Act.
- (2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely :—
- (a) the acquisition, possession and disposal of property by the Board, the conditions of such acquisition, possession and disposal, and the performance by the Board of any function referred to in sub-section (2) of section 3 ;
  - (b) the manner of election of the members of the

Board specified in sub-clause (b) of clause (15) and clause (16) of section 4, the constitution of electorates for such elections and the dates by which such elections shall be held ;

- (c) the manner of election of the members of the Board specified in clause (17) of section 4 and the dates by which such election shall be held ;
- (d) the composition of Managing Committees of Institutions ;
- (e) the procedure to be followed by a Tribunal in determining disputes referred to in sub-section (1) of section 12 ;
- (f) the terms and conditions of appointment, the scale of pay and the rules of discipline relating to the Secretary of the Board ;
- (g) the rates at which the Board shall pay travelling allowance to persons referred to in section 17 ;
- (h) the Provident Funds referred to in clause (1) of sub-section (2) of section 27 as may be instituted and administered by the Board ;
- (i) the form in which the budget estimate of the Board shall be prepared ;
- (j) the manner in which all payments to and from the West Bengal Board of Secondary Education Fund shall be made ;
- (k) the manner of reappropriation under section 34 ;
- (l) the manner and form in which accounts of receipts and expenditure shall be kept under section 35 ;
- (m) the manner in which examination and audit of the accounts of the Board shall be made ;
- (n) the reports, returns and statements to be furnished by the Board under section 38 and the forms of such reports, returns and statements ;
- (o) any other matter required to be prescribed or provided or made by rules.

46. (1) The West Bengal Secondary Education Act, 1950 (hereinafter referred to as the said Act), and the West Bengal Secondary Education (Temporary Provisions) Act, 1954, are hereby repealed.

(2) Upon such repeal,

(a) all property and assets vested in the Board of Secondary Education and all rights, liabilities and obligations acquired or incurred by such Board before the commencement of this Act shall stand transferred to the State Government :

Provided that the State Government may by order made in this behalf retransfer all or any of such property or assets to the Board and thereupon such property or assets shall vest in the Board,

(b) all legal proceedings or remedies instituted or enforceable by or against the Board of Secondary Education before the commencement of this Act may be continued or enforced, as the case may be, by or against the Board, or until the Board is established by or against such officer or authority as the State Government may by order specify,

(c) all officers and other persons in the employment of the Board of Secondary Education immediately before the commencement of this Act shall, until other provision is made, continue in the service of the Board,

(d) all recognised schools shall be deemed to have been recognised under this Act until the expiration of the period of recognition subject, however, to the power of the Board to withdraw recognition in accordance with the provisions of this Act.

(e) all syllabuses, courses of studies and text-books in force shall, until other provision is made under this Act, continue to be followed, and

- (f) all appeals, referred to in sub-section (3) of section 30 of the said Act and pending immediately before the commencement of this Act, shall be continued and heard and determined by the Appeal Committee constituted under section 18 of this Act, and, until such Appeal Committee is constituted, by the Director of Public Instruction, Government of West Bengal and for the purpose of disposal of such appeals the regulations made under the said sub section (3) of section 30 of the said Act shall be deemed to continue in force.

47. The Board shall, in exercising its powers and performing its duties under this Act be guided by such directions, as the State Government may by notification in the *Official Gazette* give from time to time, regarding the scope and content of Secondary Education.

48. If any difficulty arises in giving effect to the provisions of this Act, the State Government may make such order or do such thing, not inconsistent with the provisions of this Act, as appears to it to be necessary or expedient for removing the difficulty.

## AMENDMENTS

[ 1 ]

### THE WEST BENGAL BOARD OF SECONDARY EDUCATION ACT 1963

#### Amendment of Sub-Section 2 of Section 9

The appointment of a President under sub-section (1) shall be for such period as may be specified in the notification but the State Government may however, extend the period from time to time so that the total period of appointment does not exceed five years from the date of first appointment. (substituted for sub-section 2 by section

2 of the West Bengal Board of Secondary Education  
(Amendment) Act 1963.

[ 2 ]

# GOVERNMENT OF WEST BENGAL

Legislative Department

WEST BENGAL ORDINANCE NO. V. OF 1969

The West Bengal Board of Secondary Education (Amendment)  
Ordinance, 1969

Whereas it is expedient to amend the West Bengal Board of Secondary Education Act, 1963 for the purpose and in the manner hereinafter appearing : (*West Beng. Act V of 1963*)

And whereas both Houses of the Legislature of West Bengal are not in session and the Governor is satisfied that circumstances exist which render it necessary for him to take immediate action ;

The Governor is pleased, in exercise of the power conferred by clause (i) of article 213 of the Constitution of India, to make and promulgate the following Ordinance, namely :—

Short title.

Amendment of  
section 45  
of West Beng.  
Act V of 1963.

1. This Ordinance may be called the West Bengal Board of Secondary Education (Amendment) Ordinance, 1969.

2. In clause (d) of sub-section (2) of section 45 of the West Bengal Board of Secondary Education Act, 1963, for the words "the composition of" the words "the composition, powers and functions of" shall be substituted.

D. N. Sinha

The 6th May, 1969

Governor of West Bengal

K. K. Chakrabarti

Secy. to the Govt. of West Bengal

## II

# APPEAL REGULATIONS

*MANNER OF HEARING AND DECIDING APPEALS  
BY APPEAL COMMITTEE*

### WEST BENGAL BOARD OF SECONDARY EDUCATION NOTIFICATION\*

Dated the 30th January 1965

The following regulations made by the West Bengal Board of Secondary Education under sub-section (3) of section 27, read with sub-section (3) of section 22, of the West Bengal Board of Secondary Education Act, 1963 (West Bengal Act V of 1963), which the Governor has been pleased to approve having made therein certain modifications after consultation with the West Bengal Board of Secondary Education under sub section (4) of section 27 of the said Act, are hereby published as required by sub-section (5) of that section, namely :—

### REGULATIONS

1. These regulations may be called the West Bengal Board of Secondary Education (Manner of Hearing and Deciding Appeals by Appeal Committee) Regulations, 1964.

2. In these regulations, unless there is anything repugnant in the subject or context,—

(a) “the Act” means the West Bengal Board of Secondary Education Act, 1963;

(b) “Appeal Committee” means the Appeal Committee constituted by the Board under section 18 of the Act;

(c) “Board” means the West Bengal Board of Secondary Education established under the Act ;

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\* Published in the Calcutta Gazette, 18. 2. 1965

- (d) "Institution" means an Institution as defined in clause (c) of section 2 of the Act ;
- (e) "Managing Committee" means Managing Committee as defined in clause (d) of section 2 of the Act ;
- (f) "Teacher" means any member of the teaching staff of an Institution.

3. A teacher who feels to have been affected adversely by any decision of the Managing Committee of the Institution he serves or has served (hereinafter referred to as the appellant) may appeal direct to the Appeal Committee against such decision in accordance with the provisions of these regulations.

4. (1) The Managing Committee against whose decision an appeal is intended to be preferred shall, on demand in writing from the appellant, furnish a copy of the decision in question to the appellant within a week from the date of such demand.

(2) The appellant shall submit to the Secretary to the Board, by registered post with acknowledgement due, a memorandum of appeal in triplicate in the form appended to these regulations, or in a form substantially similar thereto—

- (a) within one month from the date on which the appellant receives a copy of the decision referred to in sub-regulation (1), together with a copy of such decision, or
- (b) where the Managing Committee does not comply with the provisions of sub-regulation (1), within one and half months from the date of his demand, without a copy of the decision.

5. Where an appeal has been preferred, such appeal shall not operate as a stay of the execution of the order appealed against unless the Appeal Committee otherwise directs.

6. (1) On receipt of a memorandum of appeal the Secretary to the Board shall forward a copy thereof, by

registered post with acknowledgement due, to the Managing Committee concerned inviting its comments, if any.

(2) The Managing Committee shall forward its comments, in triplicate, by registered post with acknowledgement due, to the Secretary to the Board within three weeks from the date of receipt of the said memorandum of appeal.

(3) On receipt of such comments from the Managing Committee within the time mentioned in sub-regulation (2), the Secretary to the Board shall forward a copy thereof, by registered post with acknowledgement due, to the appellant who may, within a fortnight from the date of receipt of such copy, forward to the Secretary to the Board, by registered post with acknowledgement due, his explanation, if any, on such comments.

7. (I) The Secretary to the Board shall,—

(a) within a fortnight from the date of expiry of the time mentioned in sub-regulation (2) of regulation 6 in the event of non-receipt of any comments from the Managing Committee, or

(b) within a fortnight from the date of expiry of the period referred to in sub-regulation (3) of regulation 6, place all records of the case with or without the comments of the Managing Committee and the explanation of the appellant as the case may be, before the Appeal Committee for a decision whether further enquiry into the case is necessary or not. The decision of the Appeal Committee in this respect shall be final.

(2) If the Appeal Committee decides to have a further enquiry into the case, the Secretary to the Board shall, within one month from the date of such decision, forward such records of the case as were placed before the Appeal Committee to the Director of Public Instruction, Government of West Bengal, who shall, as soon as possible after holding such enquiry as he considers necessary, send a report containing his views to the Appeal Committee. The

Secretary to the Board shall then send a copy of such report to the appellant, by registered post with acknowledgement due, inviting his comments thereon within a fortnight from the date of receipt thereof.

(3) Where the Appeal Committee decides under sub-regulation (1) that a further enquiry into the case is not necessary and also where the comment of the appellant referred to in sub-regulation (2) is or is not received within the period mentioned therein, the Secretary to the Board shall place the case before the Appeal Committee for decision of the appeal.

8. (1) The Appeal Committee may, at its discretion, hear the appellant or the Secretary to the Managing Committee or its representative personally and for that purpose may issue an order directing the appellant or the Secretary to the Managing Committee or its representative to appear before it with such papers and documents as the Appeal Committee may require.

(2) When an order is issued under sub-regulation (1) the party shall appear before the Appeal Committee on the date and time fixed in the said order. In case any of the parties or both the parties fail to appear, the Appeal Committee may proceed with the case without granting further time to the absentee party.

9. (1) The Appeal Committee may, on consideration of all the materials before it,—

(a) in an appeal against an order of reduction in rank or the withholding of salary or a portion thereof or the withholding of the increment in pay, or against any like order affecting the appellant,—

(i) allow the appeal and grant such relief as it considers appropriate, if it is of the opinion that the order appealed against is based on insufficient or unsatisfactory grounds, or

(ii) dismiss the appeal, if it is of the opinion that

there are no grounds for interference with the order appealed against ;

(b) in an appeal against an order of discharge or dismissal,—

- (i) allow the appeal and make an order directing reinstatement of the appellant with or without such relief as may be found consequential to such reinstatement, if it is of the opinion that such reinstatement is appropriate and proper, or
- (ii) allow the appeal and make an order directing payment of gratuity to the appellant calculated at the rate of one month's salary for each completed year of service subject to a maximum of twelve months' salary if it is of the opinion that such payment of gratuity would be appropriate relief to the appellant instead of making an order of reinstatement, or
- (iii) dismiss the appeal, if it is of the opinion that there are no good grounds for interference with the order appealed against.

(2) The Appeal Committee in all cases shall record reasons for its decision.

10. The Appeal Committee shall normally dispose of an appeal within a period of two months from the date of receipt of papers from the Secretary to the Board referred to in sub-regulation (3) of regulation 7.

11. (1) The decision of the Appeal Committee shall be final and it shall be binding upon the appellant and the Managing Committee and no suit or proceeding shall lie in any Civil or Criminal Court in respect of any matter which has been referred to, or has been decided by, the Appeal Committee.

(2) The Secretary to the Board shall, on receipt of the decision of the Appeal Committee, forthwith communicate

the said decision to the appellant and the Managing Committee by registered post with acknowledgement due.

(3) If the appellant or the Managing Committee is found unwilling to comply with the decision referred to in sub-regulation (2) within thirty days from the date of receipt thereof or until such period as may be extended by the Board, such non-compliance shall be considered as a sufficient ground for the Board to take against such party any step, not inconsistent with the Act or the Rules made thereunder, which the Board may deem fit and necessary.

### FORM

#### West Bengal Board of Secondary Education

#### FORM OF APPEAL TO THE APPEAL COMMITTEE

*Particulars to be furnished in triplicate by the aggrieved  
teacher of a recognised institution*

1. Name of Appellant.  
Present Address.
2. Academic career.
3. Teaching experience.
4. Name of the school in which employed, when the order complained of was passed. (State also Post Office and District).
5. Whether the school is aided or unaided.
6. (a) Nature of the appointment held by the appellant in the school ; whether temporary or permanent.  
(b) If temporary, for what period appointed ?  
(c) Whether appointed on probation ; if so, for what period ?
7. Whether he was given a letter of appointment ; if so, a copy should be furnished.
8. Period of service, with date of commencement and termination thereof.
9. First appointment held in the school and the appointment held at the time when the grievance arose.

10. Salary when first appointed in the school and the salary last drawn (with specific mention of dearness allowances).

11. Nature of the decision or order complained of—whether dismissal, discharge, reduction or withholding of salary. (Furnish copy of the order).

12. (a) Whether grievance is the outcome of any decision of the Managing Committee.

(b) If so, date of meeting of the Committee and date of receipt of orders by the appellant. The relevant decision of the Committee should be furnished.

13. In case of dismissal or discharge—

- (a) What notice, if any, was given ?
- (b) What compensation, if any, was paid ?
- (c) What was the Committee's contribution, if any, to the Provident Fund of the appellant ?
- (d) His own contribution towards Provident Fund.
- (e) Total Provident Fund dues.

14. Relief prayed for :—

- (a) Reinstatement.
- (b) Gratuity, equivalent to.....month's salary.
- (c) Arrear salary from.....to..... @ Rs.....p.m.
- (d) Provident Fund dues.

15. Documents (or copies thereof in triplicate) in support of the teacher's appeal, should be annexed.

16. Teacher's grievance, with relevant details (in triplicate).

17. Signature of Appellant, with date.

J. C. SENGUPTA,

President,

West Bengal Board of Secondary Education.

### III MANAGING COMMITTEE

[ 1 ]

#### West Bengal Board of Secondary Education

Circular No. 20/69 (M. C)

Date 27. 8. 69

To

The Heads of all Recognised Secondary Schools,  
( including Higher Secondary (Class XI) Schools,  
Higher ( Class XI ) Madrasahs, High Schools,  
Jr. High Schools & Senior Basic Schools. )

Sub : Constitution and Reconstitution of the  
Managing Committees of the Institutions  
according to the new Rules published in  
the State Govt. Notification No. 1598-  
Edn. (S), dated 15th July, 1969.

The undersigned is directed to enclose herewith a copy of the State Govt. Notification No. 1598—Edn. (S), dated 15th July, 1969 publishing the Rules for Management of Recognised Non-Govt. Institutions ( Aided and Unaided ), 1969 along with the Procedure drawn up by the Board under the provision of Rule 9 of the Rules. In terms of Rule 31 every Institution shall constitute its committee in accordance with these Rules within six months from the date of publication of these Rules in the Calcutta Gazette ( i. e., from 15th July, 1969 ). The Heads of all Recognised Secondary Non-Government Institutions ( Aided and Unaided ) are, therefore, required to take necessary steps according to the following directions :—

- (1) The Managing Committees of the schools which have been constituted or reconstituted according to the old Rules shall have to be reconstituted according to these new Rules and the Procedure enclosed positively by the 15th January, 1970.

- (2) The schools, administration of which have been placed under the control of Administrators or Ad-hoc Committees appointed by the Board on or before 15th July, 1969 or at a subsequent date shall also take steps for reconstitution of the Managing Committees strictly according to the new Rules and Procedure enclosed positively by the 15th January, 1970.
- (3) The schools which have been enjoying Special Constitutions for their management with the approval of the University of Calcutta and/or of the Board shall forward the cases of special constitutions along with the supported documents like Trust Deeds or other legal documents **within seven days from the date of receipt of this circular** for review of the Board afresh as is required under Rule 8 (2) of the Rules, so that the reconstitution of the committees of such schools may be effected within the scheduled date according to the new Rules.
- (4) The schools desiring to have Special Constitutions for their management shall make out cases for such special constitutions along with supporting documents like Trust Deeds or other legal documents relating to the founding or establishment of the Institution and submit the same to the Board for consideration within 7 (seven) days from the date of receipt of this circular.
- (5) The schools newly recognised by the Board shall also take steps for constituting their Managing Committees strictly according to the new Rules positively by the 15th of January 1970.

N. Sinha  
Secretary.

GOVERNMENT OF WEST BENGAL  
EDUCATION DEPARTMENT

## NOTIFICATION

No. 1598-Edn. (S).—15th July 1969.—In exercise of the powers conferred by subsection (1), and, in particular by clause (d) of sub-section (2), of section 45 of the West Bengal Board of Secondary Education Act, 1963 (West Bengal Act V of 1963), as amended by the West Bengal Board of Secondary Education (Amendment) Ordinance, 1969 (West Bengal Ordinance No. V of 1969), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of said section, the following rules, viz. :—

**Rules for Management of Recognised Non-Government  
Institutions (Aided and Unaided), 1969.**

1. **Short title.**—These rules may be called the Management of Recognised Non-Government Institutions (Aided and Unaided) Rules, 1969.

2. **Definitions.**—In these rules, unless there is anything repugnant to the context,—

(a) “the Act” means the West Bengal Board of Secondary Education Act, 1963 ( West Bengal Act V of 1963 ) ;

(b) “Institution” means an Institution as defined in clause (c) of section 2 of the Act and recognised under the Act or within the meaning of the West Bengal Secondary Education Act, 1950 ( West Bengal Act XXXVII of 1950 ) ;

- (c) "Committee" means Managing Committee as defined in clause (d) of section 2 of the Act ;
- (d) the expression "Board" and "Head of Institution" shall have the same meaning as in the Act ;
- (e) "Director" means the Director of Public Instruction, West Bengal ;
- (f) "non-Government" in relation to an Institution means an Institution which is not maintained or managed by the State Government, the Union Government or the Railway Board.

3. **Committee.**—Every Recognised non-Government Institution shall have a Committee to be constituted in the manner and for the purposes hereinafter appearing.

4. **Register of Voters.**—(1) A register of eligible voters for the constitution of the Committee shall be prepared by the Head of an Institution in consultation with the members of the existing Committee, if there is any, in a meeting to be convened by the Head of the Institution for the purpose, with seven clear days' notice to be served by Registered Post with acknowledgement due and shall, after such consultation, be revised annually. The register shall be provisionally closed on the 15th day of March every year. It shall be open to public inspection for at least one month from that date and shall be finally closed on the last day of April every year with such revision as may be made by the Head of the Institution in consultation with the members of the Committee. In case there be any dispute between the Head of the Institution and the majority of the members of the Committee the matter shall be referred to the District Inspector/Inspectress of Schools concerned and his/her decision in the matter shall be final.

(2) In the year in which an election for the constitution or reconstitution of the Committee takes place, such register of eligible voters shall be provisionally closed, and the electoral rolls published simultaneously on the notice-board

**GOVERNMENT OF WEST BENGAL**  
**EDUCATION DEPARTMENT**  
**NOTIFICATION**

No. 1598-Edn. (S).—15th July 1969.—In exercise of the powers conferred by subsection (1), and, in particular by clause (d) of sub-section (2), of section 45 of the West Bengal Board of Secondary Education Act, 1963 (West Bengal Act V of 1963), as amended by the West Bengal Board of Secondary Education (Amendment) Ordinance, 1969 (West Bengal Ordinance No. V of 1969), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of said section, the following rules, viz. :—

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1. **Short title.**—These rules may be called the Management of Recognised Non-Government Institutions (Aided and Unaided) Rules, 1969.

2. **Definitions.**—In these rules, unless there is anything repugnant to the context,—

- (a) “the Act” means the West Bengal Board of Secondary Education Act, 1963 ( West Bengal Act V of 1963 ) ;
- (b) “Institution” means an Institution as defined in clause (c) of section 2 of the Act and recognised under the Act or within the meaning of the West Bengal Secondary Education Act, 1950 ( West Bengal Act XXXVII of 1950 ) ;

- (c) "Committee" means Managing Committee as defined in clause (d) of section 2 of the Act ;
- (d) the expression "Board" and "Head of Institution" shall have the same meaning as in the Act ;
- (e) "Director" means the Director of Public Instruction, West Bengal ;
- (f) "non-Government" in relation to an Institution means an Institution which is not maintained or managed by the State Government, the Union Government or the Railway Board.

3. **Committee.**—Every Recognised non-Government Institution shall have a Committee to be constituted in the manner and for the purposes hereinafter appearing.

4. **Register of Voters.**—(1) A register of eligible voters for the constitution of the Committee shall be prepared by the Head of an Institution in consultation with the members of the existing Committee, if there is any, in a meeting to be convened by the Head of the Institution for the purpose, with seven clear days' notice to be served by Registered Post with acknowledgement due and shall, after such consultation, be revised annually. The register shall be provisionally closed on the 15th day of March every year. It shall be open to public inspection for at least one month from that date and shall be finally closed on the last day of April every year with such revision as may be made by the Head of the Institution in consultation with the members of the Committee. In case there be any dispute between the Head of the Institution and the majority of the members of the Committee the matter shall be referred to the District Inspector/Inspectress of Schools concerned and his/her decision in the matter shall be final.

(2) In the year in which an election for the constitution or reconstitution of the Committee takes place, such register of eligible voters shall be provisionally closed, and the electoral rolls published simultaneously on the notice-board

of the Institution at least one month before the election. The register of eligible voters shall be finally closed at least fifteen days before the date of election with such revision as may be made by the Head of the Institution in consultation with the members of the Committee. In case of dispute between the Head of the Institution and the majority of the members of the Committee, the procedure laid down in sub-rule (1) shall be followed.

(3) After the election has been completed the register shall be reopened for making fresh entries.

5. **Particulars in the Register of Voters.**—The register of eligible voters shall contain the names of (i) all guardians whose names are entered as such in the Admission Register ; (ii) founders of the Institution, who have been recognised as such from the inception of the Institution ; (iii) donors of the Institution ; (iv) persons belonging to the locality and interested in education, not exceeding ten in number as may from time to time be approved by the District Inspector/Inspectress of the schools concerned.

*Explanation.*—For the purposes of this rule,—

- (1) An employee of the Institution who is also a guardian shall be entitled to have his name registered as a guardian, but he shall not be eligible for election to any of the vacancies to be filled up under the provisions of rule 6.
- (2) The term “guardian” means father, or, in his absence, mother or in the absence of both one of the following, relations in the order stated, namely, grandfather, grandmother, brother, sister, paternal uncle or maternal uncle. In the absence of all such relations, any other relation with whom the ward, is actually residing shall be the guardian. But no one shall be a guardian if he be not of the age of 21 years or more.

- (3) The term "donor" means a person recognised as such by the District Inspector/Inspector of Schools concerned, who has donated to the Institution at least Rs. 1,000 at a time or Rs. 500 for two consecutive years. Such donors shall be on the provisional list of donors for two consecutive terms of three years each.
- (4) Person interested in education means a person, recognised as such by the District Inspector/Inspector of Schools concerned, who is at least a graduate and who is engaged in a learned or liberal profession (e.g., teacher of a school or college, registered medical practitioner, lawyer).
- (5) No person shall be deemed to be a founder unless he has been recognised as such by the first Committee of the Institution and his name has occurred as founder in the voters' list for successive reconstitution of the Committee since the inception of the Institution. On the death of the founder his son or other heir shall not be entitled to be treated as founder unless his right to be so treated has been recognised in any registered deed executed by the founder and accepted by the first Committee and approved by the University of Calcutta or the West Bengal Board of Secondary Education.
6. **Election to the Committee.**—(1) Persons whose names are entered in the register of eligible voters shall elect from themselves to the Committee,—
- (i) one donor,
  - (ii) one founder,
  - (iii) one person interested in education, and
  - (iv) four guardians, in the case of Higher Secondary (class XI) Schools, Higher (class XI) Madrasahs and High Schools,

or

three guardians, in the case of four-class Junior High Schools and Senior Basic Schools,

or

two guardians, in the case of two-class Junior High Schools :

Provided that in the case of an institution where not less than fifty per cent. of the students are resident scholars the seats for guardians in the Committee shall be filled by nomination by the District Inspector/Inspectress of Schools concerned from the list of guardians in the register of eligible voters to be furnished by the Head of the Institution.

(2) If a donor has paid not less than Rs. 10,000 or its equivalent to the Institution he shall be a Life-Member of the Committee during his life-time or shall have the right of nominating a person as a member of the Committee and in that case none from persons interested in education shall be elected :

Provided that if there are more than one such donors, only one at a time, by rotation according to precedence to be indicated by the Director shall be the member of the Committee or shall have the right of nominating a person on the Committee for a term :

Provided further that a person nominated by a Life-Member shall cease to be a member of the Committee on the death of the Life-Member.

(3) One member of the Committee shall be nominated by the Director or by an officer authorised by him in this behalf.

**7. Election by Teachers.**—(1) The members of the teaching staff of a Higher Secondary (Class XI) School, Higher (Class XI) Madrasah and High School shall elect three members, those of a four-class Junior High School and Senior Basic School shall elect two members and those

of a two-class Junior High School shall elect one member, from amongst themselves to the Committee ; and thereafter one of the members so elected shall be further, elected to the Finance Sub-Committee by the same electorate at the same meeting, except in the case of two-class Junior High School where the member elected to the Committee shall also be a member of the Finance Sub-Committee.

(2) The Head of an Institution shall be an ex-officio member of the Committee.

*Explanation.*—"Member of the teaching staff" means a whole-time member of the teaching staff holding a permanent post including a probationer who has completed at least four months' continuous service.

**8. Power of Board to approve and supersede Committee.—**

(1) The constitution of a Committee shall be subject to the approval of the Board and the Board shall have the power to supersede a Committee that has, in its opinion, not been functioning properly and to appoint an Administrator to exercise the powers and perform the functions of the Committee.

Provided that before superseding a Committee under this rule the Board shall have due regard to the report of the Director and shall afford a reasonable opportunity to the Committee to present its case before the Board.

(2) Notwithstanding anything contained elsewhere in these rules the Board shall have the power to approve of the special constitution of a Committee in special cases or classes of cases :

Provided that no approval shall be given to the special constitution of a Committee unless the Institution concerned has applied for such constitution in accordance with the terms of the trust-deed or other legal documents relating to the founding or establishment of the Institution :

Provided further that any special constitution of a Committee shall provide for the election or nomination to

the Committee of the same number of guardians and teachers as specified in rules 6 and 7 respectively in the same manner as specified in those rules and shall also provide that the number of other members in the Committee shall not exceed 50 per cent. of the total number of guardians and teachers so elected or nominated, as the case may be, to the Committee including the Head of the Institution who shall be an ex-officio member and Joint Secretary of the Committee.

(3) An Administrator appointed under sub-rule (1) shall exercise the powers and perform the functions of the superseded Committee for not more than six months during which period the Committee shall be reconstituted under these rules.

(4) The constitution of a Committee shall be forwarded to the Board through the Director whose observations thereon shall be considered by the Board before the Board approves of the Committee.

**9. Procedure for election.**—(1) The procedure of the election under rules 6 and 7 shall be laid down by the Board.

(2) The date of election of a Committee shall be so fixed that the constitution or reconstitution of the Committee may be completed at least ninety days before the expiry of the term of the existing Committee.

**10. Secretary and quorum.**—(1) The Committee shall ordinarily consists of not more than twelve members as specified above, including the President, the Vice-President, if any, and the Secretary of the Committee who shall be elected by the members of the Committee from among themselves. If the Head of the Institution is not elected Secretary, he shall be Joint Secretary. Any elected office-bearer may be removed from office by majority vote.

(2) Fifty per centum of the members shall form a quorum.

*Explanation.*—Where the total number of members is an odd number, in determining the number necessary for a quorum under this rule one shall be added to the total number.

11. **Casual vacancy.**—Casual vacancies, except a vacancy in the office of a teacher-member, shall be filled up by co-option from the original list of voters on the basis of which the Committee was constituted, but the member so co-opted shall represent the interest in respect of which the vacancy occurs. Any casual vacancy in the office of a teacher-member shall be filled by election in the manner laid down in rule 7. If any member of the Committee ceases at any time to fulfil the qualifications in respect of which he was elected or nominated, he shall cease to be a member and a vacancy shall be automatically created which shall be filled by co-option or nomination, as the case may be, as provided in these rules, except in the case of teachers' representatives who shall be elected in the manner laid down in rule 7. Any member co-opted or nominated or elected to fill a casual vacancy shall hold office for the unexpired portion of the term of the Committee.

12. **Term of Committee.**—Subject to the approval of the Committee by the Board the term of the Committee shall be three years from the date on which its constitution or reconstitution is completed by the election of the office-bearers and nomination by the Director or from the date of expiry of the term of the previous Committee whichever is later :

Provided that such term may be extended by the Board for good and sufficient reasons so, however, that the period of extension shall, in no case, exceed one year.

13. **Vacancy caused by absence.**—Any member of the Committee absenting himself from four consecutive meetings shall automatically cease to be such member unless

the Committee otherwise direct. The vacancy shall be filled up as provided in rule 11.

14. **Audit.**—The Director shall annually appoint, from the panel maintained by him, an Auditor who shall examine the accounts of the Institution of the year and submit his report to the Committee, on or before 31st day of March ; and two copies of such report shall be forwarded to the Director who shall send one copy to the Board. The Director may call for explanation of the Committee on the irregularities pointed out in the audit report and the Committee shall submit to the Director within six weeks of receipt of the communication its explanation indicating the action taken or proposed to be taken on the irregularities. If the explanation is not considered satisfactory, the Director may move the Board for supersession of the Committee.

15. **Finance Sub-Committee.**—(1) There shall be in each Institution a Finance Sub-Committee of the Committee and the Finance Sub-Committee shall consist of—

- (i) Secretary of the Committee, or where the Head of the Institution is the Secretary, the President of the Committee—Chairman.
- (ii) Head of the Institution—Secretary.
- (iii) A member of the teaching staff elected under rule 7—Member.

(2) Subject to the general supervision of the Committee it shall be the duty of the Finance Sub-Committee to (i) prepare budget estimate of the Institution, (ii) consider audit report and auditor's annual report, (iii) check bills, (iv) invite tenders, (v) place work-orders, (vi) scrutinise vouchers and (vii) transact any other business that may be assigned to it by the Committee. All payments exceeding Rs. 100 shall require prior approval of the Finance Sub-Committee except salary of the staff and approved recurring expenditure of the Institution.

16. **Meeting of Committee.**—A meeting of the Committee shall be called by the Secretary at least once in every two months except during the vacation. Not less than seven days' notice of the meeting shall ordinarily be given.

17. **Special meeting.**—A special meeting shall be convened by the Secretary within a fortnight when a requisition for such a meeting is made by not less than four members of the Committee. Not less than seven days' notice of such meeting shall be given.

18. **Special meeting convened by requisition.**—If the Secretary fails to convene a special meeting, the requisitionists shall refer the matter to the President who shall convene the meeting. In the event of the President failing to convene the meeting within ten days after reference to him, the requisitionists, not being less than half of the total number of members, shall have power to convene the meeting after giving seven days' notice.

19. **Emergency meeting.**—Emergency meetings may be convened by the President, if necessary, with not less than twenty-four hours' notice to consider a matter of emergent nature requiring immediate attention. All resolutions passed at an emergency meeting shall be subject to confirmation or revision at the next ordinary meeting.

20. **Place of meeting.**—All meetings shall be held in the premises of the Institution, unless the members of the Committee decide unanimously to the contrary.

21. **Agenda.**—The notice of each meeting shall set forth the business to be transacted at the meeting the agenda being drawn up by the Secretary of the Committee in consultation with the Head of the Institution and the President of the Committee and, except with the consent of three-fourths of the members present, no business other than that so stated shall be transacted, provided that no matter involving the appointment or deputation or dismissal or removal of a teacher or other employee shall be taken

up unless the matter has been placed on the agenda of the meeting issued with the notice, and evidence or service of such notice is maintained and preserved for inspection by any member of the Committee or any person authorised by the Board or the Director or the State Education Department.

22. **President to preside.**—The President shall preside at a meeting of the Committee. In the absence of the President, the Vice-President, if there is any, shall preside and in the absence of the President, and the Vice-President, the members present shall elect one amongst themselves who shall preside.

23. **Casting Vote.**—The President of the meeting shall have a casting vote in addition to his ordinary vote when votes of the members present are equally divided.

24. **Auditor's Report.**—The Auditor's report on the accounts of the Institution shall be taken into consideration at the first ordinary meeting after the report has been received and considered by the Finance Sub-Committee. A copy of the report, along with the observations of the Committee shall, thereafter, be sent to the Board and the Director who may call for additional information or explanation in the matter as laid down in rule 14.

25. **Duties of Secretary and Joint Secretary.**—(1) Under the direction of the Committee the Secretary shall carry on correspondence with the proper authorities on behalf of the Committee. He shall also keep a record of the proceedings of the meetings of the Committee in a book, maintained for the purpose. The record of each meeting shall be confirmed at the subsequent meeting.

(2) The Joint Secretary shall perform such duties as may be assigned to him by the Committee and shall perform the duties of the Secretary in the case of continued absence of the Secretary and during casual vacancy caused by death, resignation or removal of the Secretary.

26. **President to convene meeting.**—In the temporary absence of the Secretary and the Joint Secretary, the President may convene a meeting.

27. **Documents.**—(1) The Secretary shall be in charge of the invested funds, title-deeds and other legal documents belonging to the Institution. All papers relating to the Institution shall be made available at any time for inspection after due notice by the members of the Committee, or any person authorised by the Board or the Committee or by the Director, Auditor or an officer authorised by the Education Department of the State Government. In all Institutions with pucca buildings all papers, documents and accounts shall be kept in the premises of the Institution.

(2) The accounts of the Institution shall be operated jointly by the Secretary and the Joint Secretary. All bank transactions should be over the joint signatures of both the Secretary and the Joint Secretary. In the event of a vacancy in either office, the President of the Committee and in the absence of the President any other member of the Committee, authorised by the Committee by a resolution, shall operate the bank account on behalf of the incumbent absent.

28. **Powers of Committee.**—(1) In an aided Institution the Committee shall, subject to the approval of the Director, have the power—

- (i) to appoint teachers and other employees on permanent basis against permanent vacancies, if available, within the sanctioned strength of teachers and other employees, approval for such appointment being thereafter sought for from the Director ordinarily within a fortnight from the date of decision of the Committee ;
- (ii) to appoint teachers and other employees on temporary basis against permanent or temporary vacancies, if available, within the sanctioned strength of

teachers and other employees, approval for such appointment being thereafter sought for from the Director ordinarily within a week from the date of decision of the Committee.

- (iii) to extend the services of teachers and other employees beyond the date of superannuation, approval for such extension being thereafter sought for from the Director ordinarily within a week from the date of decision of the Committee.

(2) If in any case coming under clause (i), or clause (ii) or clause (iii) of sub-rule (1) the Director does not approve of the appointment or extension of service, as the case may be, he shall communicate to the Committee the reasons for disapproval.

(3) Where the Committee does not recommend extension of services of a teacher or an employee under clause (iii) of sub-rule (1) it shall record specific reasons therefor and the person concerned may make his representation to the Director whose decision in the matter shall be final.

(4) In an unaided Institution the Committee shall, subject to the approval of the Board, have the power—

- (i) to appoint teachers and other employees on permanent or temporary basis, approval of such appointment being thereafter sought for from the Board through the Director ordinarily within a fortnight from date of decision of the Committee ;

- (ii) to extend the services of teachers and other employees beyond the date of superannuation, approval for such extension being thereafter sought for from the Board ordinarily within a week from the date of decision of the Committee.

(5) If in any case coming under clause (i) or clause (ii) of sub-rule (4) the Board does not approve of the appointment or extension of service, as the case may be, it shall communicate to the Committee the reasons for disapproval.

(6) Where the Committee does not recommend extension of service of a teacher under clause (ii) of sub-rule (4) it shall record specific reasons therefor and the person concerned may make his representation to the Board and the decision of the Board in the matter shall be final.

(7) In all cases of appointment, both permanent and temporary, the Committee shall issue letters of appointment specifying the terms and conditions of such appointment. In the case of a permanent appointment, a teacher or an employee appointed on probation shall be confirmed on the expiry of the period of probation unless an order to the contrary is issued at least six weeks before the date on which confirmation normally falls due. In the case of an appointment on temporary basis against a permanent post the teacher or the employee so appointed shall be confirmed on completion of two years' continuous satisfactory service in the Institution.

(8) Both in aided and unaided Institutions the Committee shall have the power, subject to the prior approval of the Board, to remove or dismiss permanent or temporary teachers and other employees. For this purpose the Committee shall first draw up formal proceedings and issue charge-sheet to the teacher or the employee concerned, and offer him reasonable facilities for defending himself. The teacher or the employee proposed to be proceeded against shall submit his explanation, ordinarily, within a fortnight of the receipt of the charge-sheet. The Committee shall send to the Board all relevant papers including the charge-sheet, explanations submitted by the teacher or the employee concerned and the reasons for which the Committee decides in favour of taking disciplinary action. If the Board considers that there are sufficient grounds for taking disciplinary action the Committee shall issue formal notice calling upon the teacher or the employee concerned to show cause, ordinarily within a fortnight, why he should not be dismissed or removed from service. The Committee shall, then,

send again, to the Board all relevant papers including the explanation submitted by the teacher or the employee concerned and the recommendations of the Committee for the action proposed to be taken. So far as the Committee is concerned, the decision of the Board shall be final :

Provided that the Board may delegate to any Committee constituted under section 24 of the Act the powers and functions conferred on the Board by this sub-rule.

(9) In aided and unaided Institutions the Committee shall have the power—

- (i) to grant leave other than casual leave which shall be granted by the Head of the Institution and by the Secretary of the Committee in the case of the Head of the Institution, increments in pay to teachers and other employees in accordance with the procedure laid down from time to time or where in aided schools the grant of increments is regulated by Grants-in-aid rules, in accordance with such rules ;
- (ii) to grant free or half-free studentship to students in accordance with the procedure laid down from time to time, but ordinarily with the consent of the Head of the Institution ;
- (iii) to manage funds of the Institution ;
- (iv) to frame annual report ;
- (v) to deal with all schemes of development of the Institution and such other matters ;
- (vi) to allocate the total period of holidays in a year, but special holiday for a day or a portion thereof on account of death of any prominent person or for any special occasion concerning the Institution may be granted by the Secretary or the Head of the Institution at his discretion ;
- (vii) to grant deputation of teachers, where such deputation is in the interest of the Institution provided that a teacher affected by the decision of the

Committee may make his representation to the Director ;

- (viii) to deal with other matters that are brought to the Committee in the interest of the Institution.

29. **Staff Council.**—The Committee of each Institution shall constitute a Staff Council composed of teachers, librarians, and clerks with the Head of the Institution as its President. The Secretary of the Council shall be elected from amongst the members. The Council may discuss all matters of academic interest and other problems relating to the development of the Institution and may recommend to the Committee the measures for improvement of the Institution. The Committee shall record the action taken on the recommendations indicating reasons for non-implementation, if there is any.

30. **Academic Council.**—The Committee of each Institution shall constitute an Academic Council composed of the Head of the Institution, Assistant Headmaster or Assistant Headmistress, as the case may be, and not more than three members elected from amongst the members of the teaching staff. In the case of a multipurpose school having more than one stream, each stream may elect not more than one member. The Council may discuss matters connected with (i) admission, (ii) promotion, (iii) selection of text books, (iv) time-table of school hours and (v) measures relating to the improvement of teaching and co-curricular activities. The Head of the Institution shall, ordinarily, be guided by the advice of the Council in matters specified above. But the Head of the Institution may, for reasons to be recorded in writing, overrule the advice of the Council, in which case any member of the Council, who may be in disagreement with the decision taken by the Head of the Institution, may refer the matter to the Committee whose decision thereon shall be final.

31. **Committee to be constituted within six months.**—Every Institution shall constitute its Committee in accordance

with these rules within six months from the date of publication of these rules in the *Calcutta Gazette*.

32. **Rules not to apply to certain Institution.**—Nothing in these rules shall apply to the Institutions maintained and managed by the State Government, the Union Government or the Railway Board or to the schools managed under the provisions of the St. Thomas' School Act, 1923 (Bengal Act XII of 1923).

33. **Power of the State Government to frame further rules for certain Institutions.**—Nothing in these rules shall affect the power of the State Government to frame, on the application of any Institution or class of Institutions, to which the provisions of article 26 or article 30 of the Constitution of India may apply, further or other rules for the composition, powers, functions of the Managing Committee or Committees of such Institution or class of Institutions.

By order of the Governor,  
J. C. SENGUPTA  
Secy. to the Govt. of West Bengal.

[ 3 ]

## WEST BENGAL BOARD OF SECONDARY EDUCATION

Procedure for holding election of Members for the purpose of constituting or reconstituting the Managing Committees of Non-Government Institutions (Aided and Unaided) in reference to Rule 9 read with rules 6 & 7 of the Rules published in the Government Notification No. 1598 Edn. (S), dated 15.7.69.

1. In this procedure the Head of the Institution means the Head of the teaching staff of an Institution by whatever name he or she may be designated.

2. Election Officer means a person who has been selected by the Head of the Institution in consultation with the outgoing Managing Committee or a person appointed by the Board to conduct the election.

3. Scrutiny Officer means generally the Head of the Institution, unless any other person has been appointed by the Board to perform the works relating to election.

4. The date of election of Members of a Committee shall be so fixed so that constitution or reconstitution of the Committee may be completed at least 90 (ninety) days before the expiry of the term of the existing Committee [vide Rule 9 (2)].

5. The foregoing clause is not, however, applicable where the election for constitution or reconstitution of the existing Managing Committee is required to be held in accordance with these Rules within six (6) months from the date of publication of these Rules in the Calcutta Gazette as per provision of Rule 31.

6. The Programme in detail as per specimen at Form—1 (M.C.) for the purpose of holding election for constitution or reconstitution of the Managing Committee shall be prepared by the Head of the Institution and got approved by the Managing Committee at least 30 (thirty) days prior to the date of publication of the Provisional Voters lists. The Head of the Institution in consultation with the members of the Managing Committee, if there is any, shall also prepare a register of eligible voters for constitution or reconstitution of the Committee in a meeting to be convened by the Head of the Institution for the purpose. For such meeting 7 (seven) clear days' notice shall have to be served by Registered Post to each and every member of the Committee with acknowledgement due. The Provisional Voters' lists under different categories shall have to be approved at a meeting of the existing Committee and the voters' lists shall be published properly in the manner

prescribed in Rule 4 (2) of the State Govt. Notification referred to above.

7. In order to be eligible for inclusion in the voters' lists for the constitution or reconstitution of a Managing Committee under the category of guardians, a guardian must pay all the dues of his ward(s) to the school up-to-date. The Head of the Institution shall request each and every guardian by Letter of Intimation as per specimen at Form—3 (M.C.) under Certificate of Posting at least 30 days before the date of publication of the Provisional Voters' lists to clear off the dues of the respective ward or wards within a fortnight from the date of the letter, if not already paid. If a guardian fails to clear off the dues of his ward or wards within such date he will not be eligible for enrolment as a voter under the category of guardians in the Provisional Voters' lists. If, however, such a guardian pays off the dues of his ward or wards after the aforesaid date but 72 hours before the publication of the Final Voters' lists, his name will be included in the Final Voters' lists.

In case of bonafide refugee students or of the students of any school, whose tuition fees, the Refugee Rehabilitation Department or the State Government as the case may be, have agreed to pay, the pupils should not be treated as defaulters and their guardians should not be debarred from being enrolled as guardian-voters.

Note :—(i) 'Up-to-date' means the last date of the month preceding the month in which the Provisional Voters' lists will be published.

(ii) Letter of Intimation to the voters, other than guardians shall be issued as per Specimen at Form—4(M.C.)

8. The lists of voters other than teachers shall be arranged as :—

- (i) Founders, (ii) Donors, (iii) Persons belonging to the locality and interested in Education,
- (iv) Guardians.

**Note :—**(i) 'Locality' means the area in which the school is situated and from which at least 50 per centum of pupils of the school is drawn

(ii) A teacher cannot be treated as person interested in Education in respect of the school he/she serves.

9. Every page of Lists of Voters, Nomination Papers, Letters of Intimation to all the voters of different categories, Notices etc. shall bear the signature of the Head of the Institution.

10. Nomination Papers should be submitted as per specimen at Form—2(M.C.)

11. Election of all categories shall be held by a Joint Electorate and by Ballot. In case any category goes unrepresented due to nonsubmission of Nomination Papers or invalid Nomination Papers or withdrawal of Nomination Papers by the candidate(s), the election of such category shall be held by a Joint Electorate on the same voters' lists within 30 (thirty) days of the date of election with a clear notice of 7 (seven) days, the stage of such election commencing from inviting Nomination Papers etc. afresh. In the event of failure of election in such case the matter shall be forthwith referred to the Board whose decision thereon shall be final.

**Note :—**If there be no voter to represent a particular category, such category need not be represented on the Committee.

12. The election shall be held on a Public Holiday preferably on Sunday. If any election becomes due within a long vacation arrangement shall be made for holding the election before such vacation commences.

13. A person who is not in any way connected with the management of the school or is not a candidate for election shall be selected by the Head of the Institution in consultation with the Managing Committee to conduct the election,

if not otherwise directed by the Board and a resolution of the Managing Committee to this effect shall also be adopted. In case, the person selected for conducting the election fails to be present on the date of election in due time, in that emergency the Head of the Institution shall conduct the election as Election Officer strictly according to the rules.

14. Counterpart of each Ballot Paper to be used for the purpose of election of members of the Managing Committee shall be serially numbered and each Ballot Paper shall bear the names of contesting candidates of the different categories in the order as shown below :

- (i) Founders.
- (ii) Donors.
- (iii) Persons belonging to the locality and interested in Education.
- (iv) Guardians.

*Each Ballot Paper shall be signed by the Election Officer before issue.*

15. No Ballot Paper as a whole shall be cancelled owing to the wrong recording of vote in any particular category. Only votes for the category or categories for which they have been wrongly recorded shall be treated as cancelled.

16. The decision of the Election Officer conducting the election shall be final in the matter of cancellation of any particular category or a Ballot Paper as a whole.

17. When contesting candidates poll equal number of votes in a particular category decision shall be made by the Election Officer by drawing lots (only once) in the presence of the electors present at that time.

18. The Programme shall contain the precise dates and hours of election :—

- (i) Publication of the Provisional Voters' lists at least 30 (thirty) days before the date of election  
.....at 2 P.M.

- (ii) Submission of claims to the inclusion or objections, if any, against inclusion of any name(s) in the Provisional Voters' lists within 7 (seven) days from the date of publication of the Provisional Voters' lists.....by 2 P.M.
- (iii) Publication of the Final Voters' lists not less than 15 (fifteen) days before the date of election.....at 2 P.M.
- (iv) Submission of Nomination Papers by the intending candidate(s) not less than 5 (five) days before the date of election.....by 2 P.M.
- (v) Scrutiny of Nomination Papers and declaration of all names of eligible candidates not less than 3 (three) days before the date of election.....at 2 P.M.
- (vi) Withdrawal of Nomination Paper(s) within 24 hours of the scrutiny of Nomination Papers.....by 2 P.M.
- (vii) Holding of election of members...From 9 A.M. to 12 noon and from 1 P.M. to 4 P.M., if necessary.

**Note :** In the case of a school sitting in the morning shift, suitable time for Programme will be fixed by the Head of the Institution in consultation with the Managing Committee.

19. Within 3 ( three ) days of the declaration of the results of the election, the Head of the Institution shall have to write to the D.I./D.Iss. concerned for Departmental Nominee and to other Organisations or Society ( if any ) requesting them to send the name/names of their nominees to enable the constitution/reconstitution to be completed within the schedule time as per Rule 9 (2) of the Rules.

20. Election of Office-Bearers shall not be held until the constitution or reconstitution has been completed by all the elected and nominated members. In case the election

remains incomplete for any reason and the matter has been referred to the Board for decision under clause 11 of the Procedure the election of Office Bearers shall be kept in abeyance.

21. If in respect of a particular category there be no contestants exceeding the number of members to be elected as per provision of the rules, the contestants shall be declared elected uncontested and if the number of contestants falls short of the number of members to be elected such contestants also shall be declared elected uncontested and the remaining vacancy/vacancies shall be filled in by co-option after the constitution or reconstitution has been completed by election of Office-Bearers.

22. No candidate shall be eligible for contesting the election from a category which he does not belong to.

23. A person may be enlisted as a voter in more than one category if he/she be so eligible under the Rules. He/She shall, however, be not eligible for exercising more than *one vote* under any circumstances and such a candidate if elected from more than one category, he/she shall, with the immediate publication of results of election, opt out for retaining seat of any particular category giving up his/her claim to the other seat/seats and the resultant vacancy/vacancies shall be filled in by co-option as per rule after election of Office-Bearers.

24. Counting of votes shall be completed on the same date of the election. If it be not possible for any unavoidable reason to be recorded in writing, the Election Officer shall seal the Ballot Box(es) in presence of the contesting candidates present in the Polling Booth, intimating them the time of the following day for counting of votes and keep such Ballot Boxes in the custody of the Head of the Institution.

25. The Head of the Institution shall within 15 days from the receipt of Nomination of members from the D. I./D.Iss. of schools concerned and/or from other Organisations

as the case may be, convene the first meeting of the elected and nominated members for the purpose of election of Office-Bearers. Either the Head of the Institution or any member, elected by the members present, shall conduct the election of Office-Bearers. Drawing lots for only once shall be applicable in case of a tie.

26. A departure from the Procedure laid down as above is liable to invalidate the election.

27. Election of teachers' representatives shall be held separately by the teachers of the school at least *Seven-days* before the date of election of members of other categories. The Head of the Institution shall conduct the election of Teachers' Representatives on the Managing Committee on a date fixed by him/her with a notice of not less than seven (7) clear days to all eligible teachers of the school. The election shall be held by Ballot and Nomination Papers shall be submitted to the Head of the Institution at least 72 hours before the election. Nomination Papers shall be scrutinized by the Head of the Institution before 48 hours of the election and his/her decision in respect of invalidating any Nomination Paper giving sufficient reasons shall be final. Nomination Papers may be withdrawn within 24 hours after scrutiny of the same.

In case of a tie decision shall be made by the Head of the Institution by drawing lots (only once) in presence of the teachers participating in the election.

28. All election papers including unused Ballot Papers and a copy of the Report of the Election Officer shall be kept under the custody of the Head of the Institution in a sealed cover by the Election Officer in presence of the candidates present.

29. If an elected member resigns, dies or loses his/her qualification for any reason before election of Office-Bearers, the remaining members (elected and nominated) shall first elect the Office-Bearers and thereafter the vacancy

already caused shall be filled in by co-option of a member according to provision of the rules to represent the interest in respect of which the vacancy occurs.

30. A guardian-voter owes his/her eligibility as a voter in respect of a particular ward or wards. As soon as that ward or wards leave the school the qualification of guardian-voter shall cease, even though another ward of such a guardian has been admitted to the school subsequently before his/her first ward or wards leave the school.

31. If the Secretary (where Head of the Institution has not been elected Secretary) resigns at any time for any reason from the Secretaryship, the Joint Secretary shall perform the duties of the Secretary until a new Secretary has been elected at a meeting convened by the Joint Secretary. If such Secretary has, however, resigned from the membership of the Committee also, the Joint Secretary shall convene the meeting of the remaining members for co-option in the vacancy and election for a new Secretary at a subsequent meeting.

32. Unless there is specific permission from the Board extending the term of a Committee, every member of such Committee shall have to vacate on the expiry of its usual term of three years.

33. Three copies of the report on the Constitution or Reconstitution of the Committee after it has taken over charge should be submitted as per specimen at Form-5 (M.C.) through the D. I./D. Iss. of schools concerned with an advance copy to the Board within 7 (seven) days.

34. Three copies of the report on co-option of any member on the Committee should be submitted as per specimen at Form-6 (M.C.) through the D. I./D. Iss. of schools concerned with an advance copy to the Board within 7 (seven) days.

N. SINHA  
Secretary.

FORM—1 (M.C.)

(SPECIMEN)

**Programme for holding Election of members of the  
Managing Committee**

Suppose the term of the existing Managing Committee expires on the day of 31st May, 1970. In that event the Election shall be held by the 2nd March, 1970 at the latest. If the 2nd March, 1970 be fixed as the date of Election (assuming it as Sunday or holiday) the Programme shall be as under :—

1. Date and time of publication of the Provisional Voters' lists 30th January, 1970 at 2 P.M.
2. Submission of claims to and objections against inclusion of any name(s)—7th February, 1970 by 2 P.M.
3. Publication of the Final Voters' lists—15th February, 1970 at 2 P.M.
4. Submission of Nomination Papers—25th February, 1970 by 2 P.M.
5. Scrutiny of Nomination Papers—26th February, 1970 at 2 P.M.
6. Withdrawal of Nomination Papers—27th February, 1970 by 2 P.M.
7. Holding of Election—2nd March, 1970 (from 9 A.M. to 12 noon and if necessary, from 1 P.M. to 4 P.M.)

Signature of the Head of the  
Institution affixing the office seal.

**Note :—**This specimen has been drawn up as per minimum requirement of time.

## NOMINATION PAPER

(in connection with the Election of members  
of the Managing Committee of..... )

Name of the contesting candidate.....  
(in block letters)

Voter's number on the list of voters.....in the  
category of.....

The category from which he intends  
to contest the Election.....

Proposed by (full signature).....

Proposer's Voter No.....in the category of.....

Seconded by (full signature).....

Seconder's Voter No.....in the category of.....

Signature in full of the contesting candidate.....

Voter No..... in the category of.....

Date and time of issue of the Nomination Paper.....

Signature of the Head of the Institution.....

Date and time of receipt of Nomination Paper from the  
contesting candidate.....

Signature of the Head of the Institution.....  
affixing the office seal.

- Note :—**(i) It should be carefully noted that the name and the full signature of the contesting candidate as well as of the Proposer and Secunder should tally with those recorded in the final voter's lists.
- (ii) Minor defects like spelling mistakes in the name(s) should be ignored.
- (iii) In case of any major discrepancy making confusion regarding identity of the candidate or the Proposer or the Secunder the Nomination Paper is liable to be rejected. Of course, the decision of the Scrutiny Officer in this respect shall be binding.

UNDER CERTIFICATE OF POSTING

FORM—3 (M. C.)

(SPECIMEN)

Letter of intimation to be issued to the Guardian-electors

Serial No.

Date.

To

Sri/Srimati,

.....

.....

.....

Sub : Constitution/Reconstitution of the Managing  
Committee of.....

Dear Sir/Madam,

You are requested to see that all kinds of dues up to.....  
of your ward Sri/Srimati.....of Class.....Section.....  
are paid on or before the.....during school hours  
so that your name may be included in the Provisional  
Voters' list of guardians which will be published on the.....  
.....in the school premises. Failing this your name will  
not be enlisted as a guardian-voter in the Provisional Voters  
list in connection with the ensuing election of the Managing  
Committee.

For any other detailed information in this respect you  
may contact the Head of the Institution during school hours  
if necessary.

Name of the ward.....  
Class.. .....Section.....

Arrear dues upto.....amount.....

## PROGRAMME OF ELECTION

Date Time

1. Date and time for publication of the Provisional Voters' list.....
2. Submission of claims to and objections against inclusion of any name(s) in the Voters' list.....
3. Publication of the Final Voters' lists .....
4. Last date of submission of the Nomination Paper(s) to the Head of the Institution.....
5. Scrutiny of Nomination Papers.....
6. Withdrawal of Nomination Papers.....
7. Holding of Election.....

Signature of the Head of  
the Institution affixing  
the office seal.

# UNDER CERTIFICATE OF POSTING

FORM—4 (M. C.)

(SPECIMEN)

Letter of intimation to be issued to the electors other  
than Gaurdian-voters.

Serial No.

Date

To

Sri/Sm.....

Sub : Constitution/Reconstitution of the Managing  
Committee of.....

Dear Sir/Madam.

You are hereby informed that the Constitution/Reconstitution of the Managing Committee of the above named school will be held on.....according to the following programme.

If you are interested in the matter you are advised to contact the Head of the Institution during school hours for the detailed information.

Your Voter No. is.....in the category of.....

## P R O G R A M M E

Date. Time.

1. Date and time of publication of the Provisional Voters' lists.....
2. Submission of claims to and objections against inclusion of any name(s) in the Voters' lists.....
3. Publication of the Final Voters' lists.....
4. Last date of submission of the Nomination Paper(s) to the Head of the Institution.....
5. Scrutiny of Nomination Papers.....
6. Withdrawal of Nomination Paper(s).....
7. Holding of Election.....

Signature of the Head of  
the Institution affixing  
the office seal.

FORM-5 (M. C.)

(SPECIMEN)

Letter for reporting Constitution/Reconstitution of the  
Managing Committee to the Board through the  
D. I./D. Iss. and D. P. I. West Bengal  
with an advance copy to the Board.

To

The Secretary,

West Bengal Board of Secondary Education,  
77/2, Park Street,  
Calcutta-16.

Sub : Report on the Constitution / Reconstitution  
of the Managing Committee of.....  
.....

1. The date of Election of Member  
under different categories.....
2. The date of election of Teachers'  
Representatives.....
3. The date of nomination of a mem-  
ber/members (if any.).....
4. The date of Departmental Nomi-  
nation quoting the number & date  
of the letter.....
5. The date of election of Office-Bear-  
ers along with their names.....
6. The date of taking over charge of  
the school by the new Managing  
Committee.....

7. The name, occupation, address and category of each member of the Constituted / Reconstituted Committee.....
8. Name(s) of the Founder(s), if any along with the documents and Managing Committee's resolution for treating them as such.....
9. Names of the Donors (if any) showing the amount of donation made by individual donor along with a copy of D. I.'s letter approving the persons concerned as such.....
10. Names of persons belonging to the locality and interested in education along with a copy of the D.I.'s letter approving the persons concerned as such.....
11. Whether the election has been conducted under any Special Constitution. ....
12. Whether all members other than the Head of the Institution, the Teachers' Representatives and nominated representatives have been elected by a Joint Electorate.....
13. Total number of voters category by category.....
14. Whether Nomination Papers have been invited and the election has been held by ballot.....
15. If not elected Secretary, whether the Head of the Institution has been appointed the Joint Secretary.....

16. Constitution of the Committee should be detailed as under :

Names of Members	Category to which he belongs.
------------------	-------------------------------

- |                     |  |
|---------------------|--|
| 1. President.       |  |
| 2. Vice-President.  |  |
| 3. Secretary.       |  |
| 4. Joint Secretary. |  |
| 5.                  |  |
| 6.                  |  |
| 7.                  |  |
| 8.                  |  |
| 9.                  |  |
| 10.                 |  |
| 11.                 |  |
| 12.                 |  |

17. The following particulars are required to be enclosed along with the report :

- (i) An attested copy of the M. C.'s resolution approving the Programme of Election, selecting the Election Officer, and approving the voters' lists both Provisional and Final.
- (ii) An attested copy of the letter of Intimation and the Programme.
- (iii) An attested copy of the report of the Election Officer.

Signature of the Head of the  
Institution affixing the office  
Seal

FORM—6 (M. C.)

(SPECIMEN)

To

The Secretary,

West Bengal Board of Secondary Education,

77/2, Park Street,

Calcutta-16.

Sub : Co-option of Sri/Sm.....  
on the Managing Committee of.....

1. Date of constitution/reconstitution of the existing Managing Committee.....
2. Whether the existing Managing Committee was approved by the Board. If so, the number and date of the letter of approval should be quoted.....
3. The date upto which the school is recognised at present.....
4. The name and the category of out-going member.....  
.....
5. Circumstances in which the seat has fallen vacant.....  
.....
6. Name of the co-opted member.....
7. Whether the name of the co-opted member is included in the list of original voters on the basis of which the election of members of the existing Committee was held.....
8. Whether the co-opted member belongs to the same category of the person in whose place the co-option is made.....

## HEADMASTERS' MANUAL

9. (a) Whether the co-opted member (guardian member) has any ward still reading in the school.....
- (b) If so, the name of the pupil and the class in which he/she is reading.....
- (c) The date of admission of the pupil into the school.....
- (d) The relationship of the pupil with the co-opted member.....
- (e) If the co-opted member is other than father or mother of the ward ; it should be stated if the parents of the pupil are living and if the pupil lives with the parents.....
10. Copy of the resolution of the Managing Committee regarding the co-option should be enclosed.

**Note :** In case of a vacancy occurring in the seat of a teachers' representative it should be filled by a fresh election by the teachers from amongst themselves as required under the rules.

Signature of the Head of the Institution  
affixing the office seal

# GOVERNMENT OF WEST BENGAL

## EDUCATION DEPARTMENT

### Secondary

### NOTIFICATION\*

No. 148-Edn.(S)/3S-35/70.—16th March 1971.—In exercise of the power conferred by sub-section (1), and in particular by clause (d) of sub-section (2), of section 45 of the West Bengal Board of Secondary Education Act, 1963 (West Bengal Act V of 1963), the Governor is pleased hereby to make after previous publication as required by sub-section (1) of the said section, the following amendment in the Rules for Management of Recognised Non-Government Institutions (Aided and Unaided), 1969, namely :—

### Amendments

In the said rules—

(1) in rule 5—

(i) for item No. (IV) and the entry relating thereto, substitute the following item and entry, namely :—

“(IV) registered medical practitioners of the locality” ;

(ii) in the explanation—

(a) in item No. (3) after the words “consecutive years” add the words “or has donated land for the institution of the value of at least Rs. 1,000”; and

(b) omit paragraph (4) ;

(2) in rule 6—

(i) in sub-rule (1)—

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\*The Calcutta Gazette (Extraordinary) dated 16. 3. 71.

- (a) for item No. (III) and the entry relating thereto, substitute the following item and entry, namely :—
- “(III) one registered medical practitioner, and” ;
- (ii) after the proviso add the following further proviso, namely :—
- “Provided further that in the case of girls' institutions one of the seats for the guardians shall be reserved for a woman and if no woman guardian is elected the seat shall be filled by nomination by the District Magistrate of the district concerned or by the Director in respect of institutions located in Calcutta” ;
- (iii) after sub-rule (3) add the following sub-rule namely :—
- “(4) One person belonging to the locality and interested in education shall be nominated by the Director in respect of institutions located in Calcutta and by the District Magistrate of the district concerned in the case of institutions situated outside Calcutta” ; and
- (3) to sub-rule (1) of rule 10 add the following proviso, namely :—
- “Provided that no member of the teaching staff other than the head of the institution shall be eligible for election to the office of the Peesident, Vice-President or the Secretary”.

By order of the Governor,  
J. C. SENGUPTA,  
Secy. to the Govt. of West Bengal.

[ 5 ]

## NOTIFICATION

No. 229 Edn. (S).—2nd March 1972.—In exercise of the power conferred by sub-section (1), and, in particular by clause (d) of sub-section (2), of section 45 of the West Bengal Board of Secondary Education Act, 1963 (West Bengal Act V of 1963), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of the said section, the following amendments in the Management of Recognised Non-Government Institutions (Aided and Unaided) Rules, 1969, namely :—

## Amendments

In rule 8 of the said rules,—

(i) In sub-rule (1), after the words “and to appoint an Administrator” insert the words, “or an Ad hoc Committee” ;

(ii) In sub-rule (3), after the words “An Administrator” insert the words “or an Ad hoc Committee, as the case may be”.

By order of the Governor,

J. C. SENGUPTA,

Secy. to the Govt. of West Bengal

# GOVERNMENT OF WEST BENGAL

## EDUCATION DEPARTMENT

### Secondary

### NOTIFICATION

No. 264-Edn(s).—8th March 1972.—In exercise of the power conferred by sub-section (1), and, in particular by clause (d) of sub-section (2), of section 45 of the West Bengal Board of Secondary Education Act, 1963 (West Bengal Act V of 1963), the Governor is pleased hereby to make after previous publication as required by sub-section (1) of the said section, the following rules, namely :—

### RULES FOR MANAGEMENT OF SPONSORED INSTITUTIONS (SECONDARY), 1972.

1. **Short Title.**—These rules may be called the Management of Sponsored Institutions (Secondary) Rules, 1972.
2. **Application.**—These rules will apply to the Sponsored Institutions (Secondary) in West Bengal.
3. **Definition.**—The words and expressions used in these rules shall have the same meanings as are assigned to them in the Management of Recognised Non-Government Institutions (Aided and Unaided) Rules, 1969.
4. **Committee.**—Every Sponsored Institution shall have a Committee to be constituted in the manner and for the purposes hereinafter appearing.
5. **Composition of the Committee.**—The Committee shall consist of the following members, namely :—
  - (i) a President to be appointed by the Education Department of the State Government ;
  - (ii) & (iii) two representatives of the Body/Organisation/ Society aiding or co-operating with the State Government in setting up the Institution ;

- (iv) one Government official to be nominated by the Director of Public Instruction, West Bengal ;
- (v) & (vi) two persons interested in education to be nominated by the Director of Public Instruction, West Bengal ;
- (vii) one medical practitioner to be nominated by the Director of Public Instruction, West Bengal ;
- (viii) the Head of the Institution concerned ;
- (ix) & (x) two representatives of the teachers of the institutions to be elected by the whole-time members of the teaching staff ;
- (xi) & (xii) two representative of guardians of whom one shall be a woman in the case of a girls' school, to be nominated by the President in the manner prescribed in rule 7 :

Provided that the State Government shall have the power to approve of a special constitution of a Committee in respect of schools sponsored by Trusts/religious or linguistic minority.

6. **Election.**—The representatives of the teachers shall be elected to the Committee in the same manner and according to the same procedure as laid down in the Management of the Recognised Non-Govt. Institutions (Aided and Unaided) Rules, 1969.

7. **Nomination of guardian's representatives.**—As soon as the members referred to in items (i) to (x) of rule 5 are appointed, nominated, or elected, as the case may be, the President of the Committee shall, in consultation with the Head of the Institution, nominate two representatives of the guardians referred to in items (xi) and (xii) of the said rule. In case of difference of opinion between the President of the Committee and the Head of the Institution, the matter shall be referred to the Director whose decision thereon shall be final.

8. **Secretary.**—The Head of the Institution shall be the Secretary of the Committee.

9. **Casual vacancy.**—Casual vacancies, except the vacancies in the office of the teacher-member, shall be filled up by nomination or appointment, as the case may be, by the authorities competent to fill the vacancy in the original Committee. Any casual vacancy in the office of the teacher-member shall be filled by election in the manner laid down in rule 6. If any member of the Committee ceases at any time to fulfil the qualifications in respect of which he was elected or nominated he shall cease to be a member and a vacancy shall be created which shall be filled by appointment, nomination or election as the case may be. Any member appointed, nominated or elected to fill the casual vacancy shall hold office for the unexpired portion of the term of office of the member whose place he fills.

10. **The term of the Committee.**—The term of office of the Committee shall be 3 years from the date of the first meeting of the Committee, provided that such term may be extended by the State Government :

Provided that the representatives of the guardians referred to in items (xi) and (xii) of rule 5 shall hold office for a period of one year only.

11. **Vacancy caused by absence.**—Any member of the Committee absenting himself from four consecutive meetings shall cease to be such member unless the Committee otherwise directs. The vacancy shall be filled up as provided in rule 9.

12. **Meeting and quorum.**—A meeting of the Committee shall be called by the Secretary at least once in every two months except during the vacation of the Institution. Not less than 7 days' notice of the meeting shall ordinarily be given.

Seven members shall form a quorum.

13. **Audit.**—The Director shall annually appoint, from the panel maintained by him, an Auditor who shall examine the accounts of the Institution for the year and submit his

report to the Committee, on or before 31st day of March ; and two copies of such report shall be forwarded to the Director who shall send one copy to the State Government. The Director may call for explanation of the Committee on the irregularities pointed out in the audit report and the Committee shall submit to the Director within six weeks of receipt of the communication its explanation indicating the action taken or proposed to be taken on the irregularities. If the explanation is not considered satisfactory, the Director may move the State Government for supersession of the Committee.

14. **Special meeting.**—A special meeting shall be convened by the Secretary within a fortnight when a requisition for such a meeting is made by not less than four members of the Committee. Not less than seven days' notice of such meeting shall be given.

15. **Special meeting convened by requisition.**—If the Secretary fails to convene a special meeting, the requisitionists shall refer the matter to the President who shall convene the meeting. In the event of the President failing to convene the meeting within ten days after reference to him, the requisitionists, not being less than one half of the total number of members, shall have power to convene the meeting after giving seven days' notice.

16. **Emergency meeting.**—Emergency meeting may be convened by the President, if necessary, with not less than twenty-four hours' notice to consider a matter of emergent nature requiring immediate attention. All resolutions passed at an emergency meeting shall be subject to confirmation or revision at the next ordinary meeting.

17. **Place of Meeting.**—All meetings shall be held in the premises of the Institution, unless the members of the Committee decided unanimously to the contrary.

18. **Agenda.**—The notice of each meeting shall set forth the business to be transacted at the meeting the agenda

being drawn up by the Secretary of the Committee in consultation with the President of the Committee and, except with the consent of three-fourths of the members present, no business other than that so stated shall be transacted, provided that no matter involving the appointment or deputation or dismissal or removal of a teacher or other employee shall be taken up unless the matter has been placed on the agenda of the meeting issued with the notice, and evidence of service of such notice is maintained and preserved for inspection by any member of the Committee or any person authorised by the Board or the Director of the Education Department of the State Government.

19. **President to preside.**—The President shall preside at a meeting of the Committee. In the absence of the President, the members present shall elect one amongst themselves who shall preside.

20. **Casting vote.**—The person presiding at the meeting shall have a casting vote in addition to his ordinary vote when votes of the members present are equally divided.

21. **Auditors's Report.**—The Auditor's report on the accounts of the Institution shall be taken into consideration at the first ordinary meeting after the report has been received. A copy of the report, along with the observations of the Committee shall, thereafter, be sent to the Board and the Director who may call for additional information or explanation in the matter as laid down in rule 13.

22. **Duties of the Secretary.**—Under the direction of the Committee the Secretary shall carry out correspondence with the proper authorities on behalf of the Committee. He shall also keep a record of the proceedings of the meetings of the committee in a book maintained for the purpose. The record of each meeting shall be confirmed at the subsequent such meeting.

23. **Powers of the Committee.**—Subject to approval of the Director and subject to further such direction as the

State Government may from time to time issue, the Committee shall have the powers to—

- (i) appoint teachers and other employees on permanent and temporary basis ;
- (ii) extend the services of teachers and other employees beyond the dates of superannuation ;
- (iii) remove or dismiss teachers and other employees after offering such teachers and employees concerned reasonable opportunity of representing their cases ;
- (iv) grant leave other than casual leave which shall be granted by the Head of the Institution and by the President of the Committee in the case of the Head of the Institution, and increments of pay to teachers and other employees, according to the rules in force ;
- (v) grant free studentship or half-free studentship in accordance with the procedure laid down from time to time, but ordinarily with the consent of the Head of the Institution ;
- (vi) manage funds of the Institution ;
- (vii) frame annual reports ;
- (viii) deal with all schemes of development of the Institution and allied matters ;
- (ix) allocate the total period of holidays in a year, but special holiday for a day or a part thereof on account of death of any prominent person or for any special occasion concerning the Institution may be granted by the Head of the Institution at his discretion ;
- (x) grant deputation of teachers, where such deputation is in the interest of the Institution in conformity with rules and order on the subject :

Provided that a teacher affected by the decision of the Committee may make his representation to the Director ;

- (xi) deal with other matters that are brought to the Committee in the interest of the Institution.

24. Notwithstanding anything contained in these rules, the Institutions sponsored in co-operation with the Ramakrishna Mission shall be managed, until other provisions are made, in accordance with the Special Rules for the management of Ramakrishna Mission Schools.

25. If, on consideration of a report by the Director, the State Government is of the opinion that the Committee for the management of any Sponsored Institution has not been functioning properly, it may supersede such Committee and appoint an Administrator or an Ad hoc Committee to exercise the powers and perform the functions thereof.

By order of the Governor,  
J. C. SENGUPTA,  
Secy. to the Govt. of West Bengal.

[ 6 ]

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 25/60 ; Dated 15. 12. 60.

From : The Secretary

To : The Heads of High Schools

**Sub : Inclusion of names of guardians whose wards are entitled to Concessional Awards from the Board, in the Voters' Lists of Managing Committees.**

The undersigned is directed to state that the teachers' wards who are entitled to concessional awards from the Board, should not be treated as 'defaulters' for the delay in receiving such awards from the Board, and that such teachers should not, therefore, be excluded from the Voters' Lists as 'guardian voters' for the purpose of reconstitution of the Managing Committee of High Schools.

Sd/S. K. Sarkar  
for Secretary

[ 7 ]

## BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 21/61 Dated, the 15th September, 61.

From : The Secretary

To : The Heads of Secondary Schools

**Sub : Formation of Trust Bodies and Registration of Trust Deeds.**

The undersigned is directed to state that the Board is often placed in an embarrassing position when a school first registers a Trust Deed or Deed of Gift and then seeks the Board's approval to the terms and conditions incorporated in the Deed, some of which may not be in conformity with the rules for the management of the non-Government Secondary Schools laid down in Government Notification No. 3675-Edn.(G)/G8B.40/59, Dated 19. 9. 60.

It is, therefore, advised that recognized Secondary Schools intending to come under Trusts or to accept Gifts should seek approval of the Board to such of the terms and conditions of the Trust or Gift as may affect the management of schools in any way, before embodying them in a Deed.

Sd/D. P. Ray Chaudhuri  
Secretary



## IV

### RECOGNITION OF SCHOOLS

[ 1 ]

#### BOARD OF SECONDARY EDUCATION, WEST BENGAL

**Conditions to be fulfilled by a School seeking Recognition as a High School with permission to present Candidates for the School Final Examination.**

(1) **Site and Accommodation :** The site of the school should be free from objectionable surroundings, which should be peaceful and conducive to the smooth working of the school.

The school building should be a pucca structure with well-ventilated and spacious rooms for holding the classes. Each room must have a floor-space of at least 400 sq. ft. so that space may be provided at the rate of 10 sq. ft. per pupil. It should be noted that though Central Advisory Board, Government of India, recommends 12 sq. ft. per pupil as the minimum requirement, the Board is not insisting on this floor space for the present. Provision should be made for separate rooms for office, the Headmaster, the Library, the Geography class, the Science Room and Teachers' Common Room etc.

If it is not possible for the school immediately to provide for a pucca building, the building must have the floor cemented. The walls and the roofs must not be made of inflammable material and if the roofs are made of C. I. sheets, ceiling with adequate spaces for ventilation should be provided.

The building should have a compound of considerable size attached to it, which can be used for a play-ground and for out-door activities of the pupils like gardening etc.

The site, buildings and other properties of the school should be vested in the Managing Committee by a Registered Deed of Gift.

No school should be held in rented buildings except in very exceptional circumstances. If any school is held in a rented building the building must be leased out to Managing Committee of the school for a long term.

(2) **Sanitary Arrangements** : Proper sanitary facilities must be provided. There should be sufficient number of latrines and urinals and separate arrangements should be made for the teachers and the pupils. If there are girl-pupils or lady teachers in a boys' school, separate sanitary arrangements must be made for them.

(3) **Teaching Staff** : The school should have an adequate number of qualified teachers on the staff. The Head of the institution should possess a good M.A. Degree or a good Honours Degree in addition to a B.T. Degree. There should ordinarily be also an Assistant Headmaster/Headmistress with the same qualifications as those of the Headmaster/Headmistress.

There should be at least 9 whole-time teachers on the staff including the Headmaster/Headmistress for 6 classes. It is desirable that at least  $\frac{1}{3}$ rd of the teaching staff should be trained. To begin with, there should be at least one more trained graduate teacher on the staff in addition to the Headmaster/Headmistress, and there should be a trained Science Graduate, preferably one who has passed the B.T. Examination with Science as one of his subjects. It may be noted that a B.A./B.Sc. (Hons), B.T. or an M.A./M.Sc. (II), B.T. should be appointed after the school is granted recognition.

All the teachers should preferably be Graduates but there should be no teacher on the staff who has not passed at least the Intermediate Examination of a recognised University or its equivalent.

It should also be seen that good food at moderate price is made available to the pupils for their tiffin. It need not be free.

(10) **Medical Examination of Pupils :** Arrangements should be made for periodic medical examination of each pupil and records should be maintained of such examination. Wherever necessary, the guardians should be intimated of the defects that may be found in course of these examinations and they should be also advised as to the steps that may be taken for the removal of these defects.

(11) **Reserve Fund :** The school should have a Reserve Fund of at least Rs. 3,000/- (Rupees Three Thousand only) invested in Postal Savings Bank Account or in National Savings Certificates.

(12) The salaries of the teachers should be according to the scale as laid down by the Board, from time to time.

(13) The Tuition fee rates should be as follows :—

Area	Classes		
	(V-VI)	(VII VIII)	(IX-X)
Calcutta and Howrah	Rs 5/-	Rs 5/8/-	Rs 6/-
District towns & Industrial areas	Rs 4/-	Rs 4/8/-	Rs 5/-
Rural areas	Rs 3/-	Rs 3/12/-	Rs 4/8/-

(14) The teachers should be given the benefit of Provident Fund, as soon as the school is recognised by the Board.

(15) The Secretary of the school should not keep with him more than Rs 100/- in hand in cash at a time.

(16) All Scientific apparatuses and appliances, maps, charts, etc. for teaching Geography must be procured.

(17) Rules regarding admission and transfer must be strictly followed.

(18) The school must be on a sound financial footing and its income from tuition fees and other sources must be sufficient to meet its expenditure.

(19) **Management of the School :** When applying for recognition, the school should be under the management of a Committee in which representatives of the guardians, the teachers and all others interested in the Education of the children of the locality are properly represented.

If, however, the school is granted recognition, it will be required to reconstitute its Managing Committee within 3 months according to the provisions as laid down in the Govt. Notification No. 3675-Edn (G)/G 8B-40/59, dated 19th Sept. 1960.

(20) **Date of submitting an application for Recognition of a High School for the first time :** An application for recognition of a High School for the first time should be submitted in triplicate, to the Board positively by the 31st March of the year preceding that of which recognition is applied for. It may be noted that no application sent after that date will be entertained.

[ 2 ]

## WEST BENGAL BOARD OF SECONDARY EDUCATION

Circular No. 19/68

Dated, Calcutta, the 18th Oct. '68

From : The Secretary

To : The Heads of all X-Class/XI-Class Schools  
recognised by the Board.

**Sub :—Upgrading of Schools from X-Class to XI-Class  
Schools and introduction of additional streams in  
existing XI-Class Schools.**

Dear Sir/Madam,

I am directed to state that X-Class Schools desirous of obtaining recognition of the Board as XI-Class Schools with effect from 1.1.1969 onward must fulfil the conditions stated below and apply direct to the Board in triplicate by

Each school should have a trained Graduate Physical Instructor.

The Board, however, reserves the right to fix the qualifications of the teachers and also the number of teachers required for each school in the light of teaching requirements of the school.

While considering extension of recognition of a school that is already recognised, the Board reserves the right to direct that a particular teacher or teachers should be replaced by a teacher or teachers with such qualifications as the Board may decide.

(4) There should not be any teacher on the staff who is over 60 years of age.

(5) **Co-Education** : No Boys' School is permitted to have a Girls' Section. Co-education must not be introduced without the previous permission of the Board which can be given only after the Board is satisfied that the minimum conditions prescribed in the Board's circular have been fulfilled.

(6) **Recognition in Elective Subjects** : If recognition is granted as a High School, it does not imply that the school is recognized as competent to teach any of the following subjects :—

Home Science including Home Nursing ;  
Physiology & Hygiene ;  
Commercial Geography ;  
Physics and Chemistry ;  
Biology ;  
Mechanics ;  
Business Method and Correspondence ;  
Sewing and Needlecraft ;  
Music ;  
Drawing and Painting etc.

If a school desires to send up candidates in one or more of these subjects for the School Final Examination it should obtain prior recognition in such subject(s).

(7) **Laboratory for Elementary Science :** Every school must have a well-equipped laboratory for teaching Elementary Science which is now a compulsory subject in the present curriculum with all the appliances and charts listed in the Board's syllabus on the subject.

(8) **Extra-curricular Activities :**

**Games :** Each school should have suitable play-grounds and all facilities for regular drills, sports, games and athletics should be made available for the pupils under the supervision of a trained graduate Physical Instructor.

**Library :** Each school must have a well equipped library containing a number of books on education and of juvenile interest. There should also be books of reference for the use of teachers. Copies of all text-books prescribed by the Board in different subjects should be maintained in the library and the teachers and also the students should use all these books to be acquainted with different treatment of the same subject in these books. Such books also may be made available to the poor pupils. It should be seen that the pupils regularly use the library and wherever possible, class-room libraries should be introduced.

At least a sum of Rs. 10/- should be allotted for the library every month.

The school should have a magazine of its own, not necessarily printed, and students should be encouraged to write stories, poems, articles etc. for it.

Facilities should also be offered for as many of the following extra-curricular activities as possible :—

Debate, Hiking, Rowing, Swimming, Excursion, Scout and Guide activities, N.C.C. training, First Aid, Red Cross, St. John's Ambulance, etc. and it should be ensured that the students participate in them with interest.

(9) **Tiffin, Drinking Water :** Arrangements should be made for the supply of good drinking-water which should be so preserved as to be free from the risk of contamination.

31st March of the year preceding the year opening Class IX stating item by item how far the conditions have been fulfilled.

XI-Class Schools intending to introduce additional streams should also apply to the Board with necessary particulars of accommodation, teaching staff and other particulars regarding laboratory and its equipment and other appliances as required, by the aforesaid date.

It may be noted that such applications either for upgrading of the School or for introduction of additional streams will not be entertained if received after the due date specified above. No application sent direct to the Director of Public Instruction, West Bengal, will be considered.

*No School should open Class IX or introduce any additional stream(s) under the Higher Secondary Course with effect from 1.1.1969 in anticipation of Board's permission.*

Yours faithfully,  
Sd/ D. Majumdar  
Secretary

### Conditions to be fulfilled for Recognition as Class-XI Schools

#### 1. ENROLMENT

Total Number of students in the School should not be less than: 350 (for one stream) and 400 (for more than one stream).

#### 2. STRENGTH OF TEACHING STAFF

- (i) Headmaster... Trained Honours Graduate or Trained M.A./M.Sc. (Class II) with five years' teaching experience.

(ii) Teachers for Elective

subjects... 2 (M.A./M.Sc./M. Com. or Honours Graduates in Elective Subjects) in each Group. In case of Humanities Group, one of the teachers of the Elective subjects should be competent to teach compulsory classical subject, i.e., the teacher should hold Hons. Degree or Master's Degree in that subject. Another Elective teacher in each group should be appointed when Class-X is opened next year.

(iii) Other teachers. Should at least be Graduates in Arts or Science.

(iv) A part-time Craft Teacher.

(v) A part-time Hindi teacher, if any of the teachers under (ii) and (iii) cannot teach Hindi.

Ordinarily there should not be less than 9 teachers including teachers of Elective Subjects but excluding part-time Craft Teacher and part-time Hindi teacher for a school with one Elective Group.

3. RESERVE FUND

Rs. 10,000/- (invested in Postal Savings Bank Account or National Savings Certificates in the name of the Reserve Fund of the School).

4. ACCOMMODATION

(For school with one Section and with Humanities Course only).

*Minimum requirement :* 14 rooms of standard size including a General Science room and a Craft room. Teaching accommodation should be provided at 10 sq. ft. per student. Additional accommodation should be provided if more than one course is introduced. In case of Elective Science Course (Physics. Chemistry and Biology) well-equipped Laboratories and Science Rooms of the following specification should be provided :  
 3 Class rooms 18'×30' each ;  
 3 Laboratories 18'×30' each.

The Science rooms and two Laboratories should be provided if only two Science subjects are introduced.

#### 5. A SUITABLY EQUIPPED LIBRARY

At least 1,000 Books (Reference Books on Humanities, Science, Dictionaries, Books on teaching, Literature, Juvenile Literature etc.)

#### 6. EQUIPMENT

As prescribed by the West Bengal Board of Secondary Education.

#### 7. CRAFT TEACHING

Satisfactory arrangement for Craft teaching should be made.

#### 8. ACADEMIC EFFICIENCIES

The percentage in the School Final/Higher Secondary Examination for the last three years should not be less than 50% in average (to be calculated on the number taught).

[ 3 ]

**BOARD OF SECONDARY EDUCATION, WEST BENGAL**

Circular No. 28/58

8th September, 1958

From : The Secretary

To : The Heads of all recognised High Schools

**Sub : Nomenclature of Class-XI Schools and Designation of Headmasters of those schools.**

The undersigned is directed to state that it is found that many Class-XI schools are being styled as 'Higher Secondary' or 'Multipurpose Schools'. It should be noted, however, that until further orders of the Board no Class-XI School should be styled as 'Higher Secondary School' or 'Higher Secondary Multipurpose School', but instead the status of the school might be mentioned within brackets after the original name of the school in the following manner :—

(Class-XI School with Humanities)

Or

(Class-XI School with Diversified Courses)

It is also notified that the designation of a Headmaster or a Headmistress of a Class-XI school should not be changed to that of 'Principal' until further orders of the Board.

Sd/ S. K. Sarkar  
for Secretary

[ 4 ]

**BOARD OF SECONDARY EDUCATION, WEST BENGAL**

Circular No. 31/Aug/53

Dated, the 25th August, 1953

From : The Secretary

To : The Heads of all recognised High Schools

**Sub : Joint Headmaster or Rector.**

The undersigned is directed to inform to Heads of all recognised High Schools that the designation *Joint Headmaster* or *Rector* is not recognised by the Board.

Sd/ S. K. Sarkar  
for Secretary

[ 5 ]

## BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 21/May, '53

Dated, the 25th May, '53.

From : The Secretary

To : The Heads of all permanently recognised High Schools

**Sub : Recognition of permanently recognised schools for a period of 3 years w. e. f. 12 June, 51.**

The undersigned is directed to point out that under sub-section 3 (b) of section 37 of West Bengal Secondary Education (Second Amendment) Act of 1951, schools enjoying permanent recognition shall continue to be recognised for the purpose of presenting candidates for the School Final Examination of the Board for three years from the date of the first meeting of the Executive Council held on 12th June, 1951.

No permanently recognised schools however will be granted recognition provisionally or permanently beyond 1954 unless they fulfil the minimum conditions demanded by the Board prior to the granting of recognition to a school. The D. P. I. has, therefore, been requested to arrange for an inspection of your school at an early date and favour this office with a report. A set of minimum conditions demanded by the Board for provisional recognition is enclosed herewith. Particular attention is drawn to the fact that the creation of a reserve fund of at least Rs 3,000/—is essential for permanent recognition and unless there is a reserve fund of at least Rs 1500/—even temporary recognition may not be granted to a school. The attention of the heads of institutions is also drawn to the minimum staff requirements for

recognition by the Board. The untrained Matriculate teachers in the school must improve their qualifications by August, 1955 or if they have less than five years' teaching experience they should be discharged with due notice.

Teachers over 60 years of age should retire unless their service is extended by the Board by one year at a time on the recommendation of the Managing Committee. But in no case can a teacher who has completed his 65th year be allowed to remain on the staff.

Sd/ S. K. Chatterjee

*Secretary*

# V

## APPOINTMENT AND DISMISSAL

[ 1 ]

### CALCUTTA UNIVERSITY

No. S. 256 Arbt

2nd September, 1929

#### Appointment Letters to Teachers

No teacher should, in future, be appointed in a recognised school on a permanent basis except on a written contract. Such teachers should, in all cases, be provided with letters of appointment before they are asked to join the school. A specimen copy of the draft letter of appointment which should be used by the authorities of recognised schools for the purpose is given below.

The Vice-Chancellor and Syndicate desire that teachers now serving on a permanent basis in recognised schools should be given letters of appointment as early as practicable and that immediate effect should be given to the rule laid down below :—

“Every teacher entitled to an appointment letter on the 1st December, 1929, shall receive an appointment letter on or before the 1st January, 1930.”

#### Draft Letter of Appointment (I)

From

The Secretary,

Managing Committee, \_\_\_\_\_ School

To \_\_\_\_\_

Dated \_\_\_\_\_ 19 \_\_\_\_\_

Sir,

I have the honour, by direction of the Managing

Committee, to inform you that you have been appointed  
substantively

on probation for.....months  
of the \_\_\_\_\_ school on a salary of Rs \_\_\_\_\_  
per month ( in the grade of Rs \_\_\_\_\_ ) with effect from  
\_\_\_\_\_ 19 \_\_\_\_\_ subject to the terms  
and conditions laid down in the School Code (relevant  
portions annexed hereto ) except so far as they are speci-  
fically modified is relation to aided schools.

I have, etc.,

Secretary, Managing Committee.

### Draft Letter of Appointment (II)

From

The Secretary,

Managing Committee, \_\_\_\_\_ School

To \_\_\_\_\_

Dated \_\_\_\_\_ 19 \_\_\_\_\_

Sir,

I have the honour, by direction of the Managing  
Committee to inform you that you were appointed  
substantively

\_\_\_\_\_ of the  
temporarily \_\_\_\_\_  
School on a salary of Rs \_\_\_\_\_ per month ( in the  
grade of Rs \_\_\_\_\_ ) with effect from \_\_\_\_\_  
19 \_\_\_\_\_. Your present salary is \_\_\_\_\_  
per month (in the grade of Rs. \_\_\_\_\_ ) and you  
hold a <sup>substantive</sup><sub>temporary</sub> appointment.

You are to continue to serve this institution subject to  
the terms and conditions laid down in the School Code  
( relevant portions hereto annexed ) except so far as they  
are specifically modified in relation to aided schools.

I have, etc.,

Secretary, Managing Committee

[ 2 ]

## BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No.7/63

February 7, 1963

From : The Secretary

To : The Heads of all Recognised Secondary Schools

**Sub : Appointment of a teacher coming from another school.**

The undersigned is directed to state that it is often found that a permanent teacher in the employ of a particular school joins another school without giving proper notice to the authorities of the school where he/she was previously employed. Such action on the part of a teacher is not only highly irregular but is also detrimental to the interest of the Institution he/she is going to leave.

It is, therefore, necessary for a school to see before appointing any such teacher whether he/she has been duly released by the school he/she previously served. It should also be seen that while forwarding the case of the teacher concerned to the Board direct or through the District Inspector/Inspectress of Schools regarding approval of his/her appointment a copy of the release certificate from the school he/she last served is enclosed along with the particulars of the teacher, failing which the Board may not consider the approval of appointment of the said teacher.

Sd/ A. Gupta.  
for Secretary

[ 3 ]

## BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 25/56

Dated the 28th April, 1956

From : The Secretary

To : The Heads of all Recognised High Schools

**Sub : Recruitment of teachers in Secondary Schools through Local Employment Exchanges.**

Dear Sir/Madam

It has been represented to the Board that the Managing

Committees of Secondary Schools, particularly those situated in rural areas, experience difficulties in recruiting properly qualified teachers. The Regional Employment Advisory Committee are likely to be of help in getting the services of qualified teachers and the Managing Committees of all non-Government High Schools are informed that they should forward full particulars of vacancies, mentioning the qualifications required in each case, to the Regional Employment Exchange. The schools should also advertise for the vacancies as required by the relevant rules of the Board and a copy of the advertisement should be sent to the Regional Employment Exchange simultaneously.

Yours faithfully,  
S/d D. P. Ray Chaudhuri  
*Secretary*

[ 4 ]

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 36/56

Dated the 16th July, 1956

From : The Secretary

To : The Heads of all Recognised High Schools

Sub : Appointment of Teachers

Dear Sir/Madam,

I am directed to invite your attention to a type of complaints from schools which are made to the Board not very infrequently that teachers including Headmasters who were appointed on their verbal statements regarding their educational qualifications and previous experiences, when subsequently called upon by the Managing Committee to produce documentary evidence of their qualifications not only fail to do so but suddenly leave the school without leaving any clue as to their whereabouts. There has been an instance in which a school has been defrauded by such a Headmaster and suffered financial loss in consequence. Besides such teachers bring discredit to the entire teaching profession.

The school authorities, particularly in rural areas, are, therefore, warned against such unscrupulous persons and the Managing Committees should record without any exception the qualifications of teachers at the time of their appointment on the production of the original (or certified) copies of University Diplomas and their permanent addresses and other relevant particulars.

It has also happened that a teacher was allowed to draw a salary based on his statement of the salary he received in a school in which he served before seeking appointment in the new school. It, however, transpired later that the statement was false. To guard against such possibilities, Managing Committees of all schools should insist on the production of the last pay certificate before fixing the salary of a teacher. It, however, happens that teachers are put to some difficulties because of the delay in getting the last pay certificate. In such cases the fact should be reported to the Board at once for necessary action. The schools are also directed to issue last pay certificates as soon as a teacher leaves the school.

Yours faithfully,

Sd/ D. P. Ray Chaudhuri  
Secretary

[ 5 ]

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 9/56

Dated the 22nd Feb. 1956

From : The Secretary

To : The Heads of all Recognised High Schools

**Sub : Retention of Headmasters, Assistant Headmasters and Training of Graduate Teachers.**

The undersigned is directed to state that notwithstanding any direction in the Grant-in-aid Memo or in any other circular issued by the Board, the Services of the Headmaster or of the Assistant Headmaster of a school should not be terminated until further orders merely on the ground of not

possessing the prescribed qualifications for such posts, provided that he has been working as Headmaster or Assistant Headmaster as the case may be in one or more recognised High Schools continuously since 1st April, 1948. The pay of such a Headmaster or Assistant Headmaster on the date on which he joins an aided high school or on the date on which the school where he has been serving is brought under the grant-in-aid scheme will, however, be governed by the grant-in-aid rules.

The undersigned is further directed to state that as far as possible the existing untrained graduate teachers of a recognised high school should be deputed gradually to Training Colleges for obtaining the B. T. Degree. Those graduate teachers, who are not eligible for deputation to B. T. Training on account of overage, or for any other bonafide reason, may be allowed to continue to serve in their schools till vacancies occur in their places in the normal course. But whenever such a vacancy occurs, it should be filled by the appointment of a trained graduate.

Sd/ S. K. Sarkar  
for Secretary

[ 6 ]

## BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 4/61

Dated 11th March, 1961

From : The Secretary

To : The Heads of all Class-X & Class-XI Schools

Re : Appointment of B. T. Teachers

The undersigned is directed to state that it is often found that a teacher, who is deputed to a Training College on his executing a bond of agreement with his school that he will serve the school for a period of 5 years from the date of the completion of his training or for a period of 3 years from the date of his passing the B. T. Examination,

joins another school without the permission of his school and the Board, before the completion of the period as stated above, in contravention of the Agreement executed by him.

It is, therefore, necessary to see before appointing a trained teacher,

- (i) whether he is leaving his school before the completion of a period of 5 years from the date of the completion of his training, or before the completion of 3 years from the date of his passing the B. T. Examination ;
- (ii) whether he has enjoyed deputation allowances from the Board ;
- (iii) whether he has been duly released by the school with the approval of the Board. (The letter of the Board sanctioning the release of the teacher should be produced by the teacher.)

No teacher whose release has not been sanctioned by the Board should be appointed in any other school.

Sd/ S. K. Sarkar  
for Secretary

[ 7 ]

## BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 53/56

Dated the 23rd October, 1956

From : The Secretary

To : The Heads of all Recognised High Schools

Sub : Record of dates of birth, qualifications etc. of teachers

The undersigned is directed to state that the date of birth, qualifications etc. of a teacher should always be verified in reference to original documents like Diplomas, Matriculation Certificates etc. before an appointment letter is issued to him. Appropriate entries should be made in the Service Book of a teacher immediately after his appointment.

A verification in the manner indicated above should immediately be made in all cases where no such verifications have been made already. It should further be noted that the age as recorded in the Matriculation Certificate should only be accepted.

In all cases, a Certificate to the effect 'verified and found correct' should be furnished by the Headmaster or Secretary under such verified entries in the Service Book.

Sd/ A. Gupta  
for Secretary

[ 8 ]

### BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 23/60

Dated the 7th November, 1960

From : The Secretary

To : The Heads of all recognised schools

**Sub : Particulars Required for Approval of Appointment.\***

The undersigned is directed to state that the following particulars should always be submitted while seeking approval of appointment of teachers of schools :

1. Particulars of the teacher as per requirement of the Staff Statement Form,
2. The resolution of the Managing Committee in respect of appointment of the teacher concerned.

In the case of aided school, however, the particulars of the teacher should be forwarded in the form prescribed by the Director of Public Instruction, West Bengal and through the District Inspector/Inspectress of Schools concerned.

Unaided Schools should submit all such cases with the above particulars to the Board *direct*.

Unless this is adhered to disposal of cases is bound to be delayed.

Sd/ A. Gupta  
for Secretary

\* Vide Next Circular also.

**Particulars Required in connection with Approval  
of Appointment of Teachers in Government  
Aided High Schools**

*(To be furnished in triplicate supported by a copy of the  
resolution of the Managing Committee)*

1. (a) Whether a case of appointment in a permanent vacancy consequent upon the retirement/resignation of a teacher.
- (b) Whether a case of temporary arrangement in leave or deputation vacancy (the kind or period of leave or deputation with date to be noted)
- (c) Whether a case of confirmation
- (d) Whether a case of strengthening the staff.

2. Name of Teacher—

3. Father's/Husband's Name—

4. Residence—

Village—

P.O.—

P.S.—

Dist.—

N. B.—If the teacher comes from Pakistan, he/she shall have to make an affidavit before a competent court declaring himself/herself to be a citizen of the Indian Republic and the affidavit shall have to be submitted to this office.

5. Age as given in the Matric/S. F./P. U./H. S. Pass Certificate—.

## 6. Academic qualifications :—

	Years in which Passed	Division & Class	Subjects
Matric/S.F./H.S./P.U.	.....	.....	.....
I.A., I. Sc. or I. Com.	.....	.....	.....
B. A., B. Sc. or B. Com.	.....	.....	.....
M.A., M. Sc. or M. Com.	.....	.....	.....
V.M./B.T./M.Ed.	.....	.....	.....
Science/Geography Training Certificate	.....	.....	.....

7. Previous teaching experience—  
Schools with period of service :

N. B.—*Teachers shall have to produce documentary evidence regarding their teaching experience or he/she will be treated as a new entrant.*

8. If the teacher previously worked in any Govt. Aided School, West Bengal, the rate of pay or allowance drawn as given in his/her last pay certificate (a copy of the last pay certificate attested by the Secretary of the school concerned be furnished).

9. Nature of vacancy in which appointed, name of the teacher, designation, pay etc. in whose place appointed.

## 10. Date on which appointed :—

Pay and allowance admissible under the new rules :—

(In case of confirmation—date on which first appointed should be noted with the original pay.)

(Resolution. No. & date of the meeting to be noted)

11. Condition, if any, of the appointment.
12. In case of strengthening the staff following particulars should be furnished :—
  - (a) Present roll-strength of the school.  
(Class by Class)
  - (b) No. of posts sanctioned as per Grant-in-aid memo.
  - (c) Existing number of teachers on the staff classified according to qualifications.
  - (d) Special reasons why the staff has been strengthened and subjects specially to be taught by the teacher to be noted.

Certificates to be given :—

- (i) That the teacher's pass certificates have been verified.
- (ii) That the previous experience of the teacher as noted has been verified from the documentary evidences produced by the teacher.
- (iii) That the post (in case of permanent vacancy or strengthening of staff) was duly advertised.

*Signature of the Hd.master/Hd.mistress      Signature of Secy.*

*Date.....19*

*Date.....19*

[ 10 ]

## BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 43/56

Dated the 28th August, 1956

From : The Secretary

To : The Heads of all Recognised High Schools

Re : Confirmation of the service of a teacher

While considering approval of the deputation of teachers it has been noticed in many cases that teachers have been confirmed in their services before the expiry of the probationary period. It should be noted that the probationary period of a teacher in an Aided High School should be two years as laid down in the Grant-in-Aid Rules. A High School receiving lump grant should also be regarded as an Aided School.

In the case of a confirmed teacher of an Aided High School appointed in another High school on an identical scale of pay, further period of probation may be waived or relaxed at the discretion of the Managing Committee. If, however, a confirmed teacher is appointed in another High School on a higher scale of pay, the period of probation shall be one year.

In the case of unaided High Schools, the probationary period of a teacher shall be six months as laid down in the Revised School Code.\* A confirmed teacher of an unaided school when appointed in an aided school should serve a probationary period of two years in the aided school before he can be confirmed.

Though the Managing Committee of a Recognised High School will be the proper authority to confirm the services of a teacher appointed in that school, the probationary period as noted above should not be waived or relaxed, except in the circumstances stated in para 2.

If a teacher has been serving in a school against a permanent vacancy continuously for more than two years and no

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\*See Next Circular also

specific decision has been taken by the Managing Committee regarding his confirmation or otherwise in a meeting held within a month of the completion of the period of probation, such teacher shall be considered to be a confirmed teacher.

Sd/ D. P. Ray Chaudhuri  
Secretary

[ 11 ]

### WEST BENGAL BOARD OF SECONDARY EDUCATION

Circular No. 6/68

Dated the 1st March, 1968.

From : The Secretary

To : The Heads of Secondary Schools

**Sub : Confirmation of the service of a teacher.**

Ref : This office Circular No. 43/56 dated the 28th August, 1956.

In partial modification of this office circular on the subject mentioned above, it is notified for information that the period of probation of teachers of unaided Secondary Schools should henceforth be the same as in the case of teachers of aided Secondary Schools also, i.e. two years.

The other conditions as laid down in the circular referred to above remain unaltered.

Sd/ D. Majumdar  
Secretary

[ 12 ]

### BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 23/54

Calcutta, 29th June, 1954

From : The Secretary

To : The Heads of all Recognised High Schools

**Sub : First appointment of a non-graduate or an untrained under-graduate in a High School.**

It is hereby notified that ordinarily appointment for the first time of an under-graduate teacher, or in the case of a

girls school, appointment for the first time of an untrained under-graduate teacher will not be approved by the Board on a permanent basis, if the school is an aided High School. In the case of an unaided school, however, the appointment of a non-graduate teacher, or in the case of an unaided girls' school, the appointment of an untrained under-graduate teacher may be approved by the Board in special circumstances. But in each such case the Managing Committee should record the special reasons for which such an under-qualified teacher is appointed and it must be a condition of appointment that the teacher should improve his/her qualification within a period of 3 years from the date of his/her appointment.

It is however, to be clearly understood that no teacher must be appointed for the first time in a High School in any circumstances unless he/she has passed at least the Intermediate Examination.

In case of aided schools all applications for approval of appointment should be addressed to the Director of Public Instruction, West Bengal, through the District Inspector/Inspectress of Schools at the first instance. Orders will be issued by the Board on receipt of recommendations from the Director of Public Instruction, West Bengal.

In case of unaided schools, applications for approval of appointment should be made direct to the Board.

Sd/ S. K. Chatterjee  
for Secretary

[ 13 ]

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 48/Nov./53      Dated the 2nd November, 1953

From : The Secretary

To : The Heads of all recognised High Schools

Sub : Service of a teacher in more than one school at the same time.

The undersigned is directed to draw the attention of the

Heads of recognised High Schools to the University's circular No. 8398—MC dated the 2nd March, 1948, and to reiterate that no teacher, part-time, or whole-time, shall be allowed to serve more than one school at the same time without the previous permission of the Board, if he is in receipt of salary from one school or the other or from both.

Sd/ P. Banerjee  
for Secretary

[ 14 ]

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 11/59

Dated 4th July, 1959

To

The Heads of all recognised High Schools

Re : **Retention of non-Matric V. M. teachers and untrained Matric teachers**

The undersigned is directed to state that non-Matric V. M. teachers as well as untrained Matric teachers serving in Secondary Schools, who will be 50 years of age and above on 31st August, 1959, in terms of this Office Circular No. 23/58 dated 19.7.58 are exempted from acquiring further qualifications for the purpose of their retention in Secondary Schools and that Schools are permitted to retain them on the staff till attaining the age of superannuation.

It should further be noted that untrained Matric Teachers serving in the Secondary Schools who will be below 50 years of age on the 31st August, 1959, will be required to improve their qualifications by 1961, either by passing the Intermediate Examination taken as a whole, or by passing the same examination at least in the subject they are teaching in the schools (passing in the latter case implies possessing of a pass Certificate from the University). Those teachers who will fail to improve their qualifications within 31.8.61 will not be retained in their services beyond 31.8.61.

It should also be carefully noted that fresh appointments of non-Matric V.M. and untrained Matric teachers in Secon-

Secondary Schools should not be made under any circumstances as the Board will not approve of any such appointments.

This supersedes Circular No. 23/58 dated 19.7.58.

Sd/ S. K. Sarkar  
for Secretary

[ 15 ]

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 18/59

Calcutta, 30th September, 1959

From : The Secretary

To : The Heads of all recognised High Schools

**Re : Retention of non-Matric V. M. teachers and untrained  
Matric teachers on the staff of Secondary Schools**

In clarification of this office circular No. 11/59 dated 4.7.59 on the above subject, the undersigned is directed to state that non-Matric V. M. teachers serving in Secondary Schools, *irrespective of age*, are exempted from acquiring further qualifications for the purpose of their retention in Secondary Schools and that schools are permitted to retain them on the staff till they attain the age of superannuation.

Sd/ S. K. Sarkar  
for Secretary

[ 16 ]

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 23/57

Dated, the 22nd July, 1957

From : The Secretary

To : The Heads of all Secondary Schools for Girls

**Sub : Men teachers in Girls' Schools**

The undersigned is directed to inform the management of all Girls' Secondary Schools in West Bengal that men teachers in girls' schools must not be permanently appointed. Even the temporary appointment of such teachers will require the prior approval of the Board, which will not be granted if it cannot be definitely established that no woman teacher was available in spite of the best efforts through advertisement in the newspapers.

Sd/ D. P. Ray Chaudhuri  
Secretary

[ 17 ]

## GOVERNMENT OF WEST BENGAL

## DIRECTORATE OF EDUCATION

*Grant-in-aid-Section*

6, Council House Street, Calcutta-1

No. 12671-GA

Dated Calcutta, 17th Dec. 1968

From : The Director of Public Instruction, West Bengal

To : The District Inspector of Schools,  
Howrah and Hooghly South.**Sub : Sanction of additional posts of teachers  
in aided High/Higher Secondary Schools**

It has been observed that the committees of management of some institutions are appointing additional teachers without getting the posts sanctioned by the Education Directorate. As a result the teachers working in these posts are not being allowed Govt. D. A., nor their pay being taken into account, while calculating Grant-in-aid of the schools, if the number of admissible class-units do not justify such appointment. This causes much hardship to the teachers as well as to the committee of management.

It has therefore been decided that the principles and the criteria as laid down below will henceforth be followed regarding sanction of additional posts of teachers in aided High/Higher Secondary schools :—

- (i) that additional teachers beyond the sanctioned strength shall not be appointed without the prior permission of this Directorate ;
- (ii) that the managing committee/Administrator of the school shall not fill up any vacancy of the school in the normal section—temporary or permanent without prior permission of the Directorate if the sanctioned strength of teachers has been rendered surplus due to reduction in the number of class-units or for sanction of teachers for Higher Secondary streams by the Education Directorate ;

- (iii) that the proposal for opening of additional section in a Class will be considered by the Directorate on the basis of the criteria :—
- (a) trend of increase in the roll-strength in the particular class during the two previous years and the circumstances leading to such increase whether by first admission, admission on transfer from some other school due to completion of the school course there or due to guardian's option ;
  - (b) Ordinarily an increase of at least 25 pupils over the permissible limit in a class ;
  - (c) provision of suitable accommodation in class-rooms of the prescribed size (i.e. class-room having a floor space of at least 400 sq. ft.)
  - (d) roll-strength in the top two-classes is not less than 20% of the total roll-strength of the school ;
- (iv) that permission for excess admission of 5 to 10 students in class may be accorded by the Education Directorate on merit of the respective cases ;
- (v) that the sanction for additional posts of teachers, if any, will be accorded purely on a temporary basis for a period not exceeding two years ;
- (vi) that the number of additional posts that may be sanctioned for a school shall not ordinarily exceed one in a year until further orders ;
- (vii) that the teaching load of class XI in respect of Higher Secondary stream or streams which were sanctioned on condition that no grant-in-aid for teachers' salary for these streams will be available from the Education directorate will not be taken into consideration nor will the additional teaching load in classes IX and X due to introduction of such streams be taken into account for determination

of the total sanctioned strength of teachers under the grant-in-aid scheme ;

- (viii) that the minimum teaching work for the teachers will be as follows :—

Headmistress : 12 period per week excluding tutorial work.

Assistant

Headmistress : 22 periods per week excluding tutorial work.

Assitant

teachers : 29 periods per week excluding tutorial work.

Career Master : 12 periods per week excluding tutorial work and 17 periods per week for guidance work.

The teachers of Elective subjects for the Higher Secondary streams in respect of which the institution is in receipt of grant-in-aid will be required to do at least 29 periods of teaching work per week including their teaching periods in the normal section but excluding tutorial work.

It may be noted that the principles laid down above will be strictly adhered to from the next academic session (i.e. the session which begins from January, 1969).

This may be circulated to all the aided High/Higher Secondary schools under her jurisdiction immediately.

Sd/ K. R. Banerjee

Director of Public Instruction  
West Bengal

[ 18 ]

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 87 (250) G

Dated 17.2.69.

From : The District Inspector of Schools, Howrah

To : The Headmasters of all High/Higher Secondary Schools in the district of Howrah

**Sub : Sanction of additional posts of teachers in aided High/Higher Secondary Schools.**

In reference to the above the undersigned has to forward herewith a specimen copy of the proforma containing the "particulars in connection with the sanction of additional teachers in aided High/Higher Secondary Schools".

Henceforth any proposal for sanction of addl. posts of teachers is to be submitted in the prescribed proforma through proper channel. The proposals which do not contain all the requisite particulars will not be considered by this office.

Sd/- S. C. Roy

District Inspector of Schools, Howrah

**Particulars in connection with the sanction of addl. teachers in aided High/Higher Secondary Schools.**

*I. Classification, enrolment, etc.*

Class (each section to be shown separately e. g. VA, VB, VIA, VIB etc.)	No. on rolls (class-wise and section-wise)			
	Average roll strength of two previous years		Roll strength of the years for which addl. teachers are required	
	19	19	On 1st March 19	On 1st April 19
	(0)	(0)	(0)	(0)
1.	2(a)	2(b)	2(c)	2(d)

*Accommodation*

Dimensions of the Class room Length X Breadth (in ft.)	Total floor space in sq. ft.	Floor space available per student (in sq. ft.)	Total periods of teaching work per week*	Remarks if any.
3(a)	3(b)	3(c)	4	5

Total :—

FOR (0) & (\*) : PLEASE SEE PAGE 117.

*II. Particulars of Higher Secondary Section.*

- (a) Name(s) of stream(s) sanctioned for H. S. Section with year(s) of sanction of each stream.
- (b) No. of teachers sanctioned by D. P. I., W. B. for each stream and the year(s) of sanction.
- (c) Whether the streams have been sanctioned with Govt. grant for their maintenance. If so, from which year(s).

*III. Teaching staff.*

- (a) No. of sanctioned staff for—  
Normal Section (An attested copy of the Memo to be enclosed).  
Higher Secondary Section

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Total

- (b) No. of addl. teachers required (date from which the sanction of addl. posts is required has also to be indicated)
- (c) Names, qualifications & dates of appointments of the existing teachers on the staff showing No. of periods per week taken by each of them and the No. & date of the letters of the Board or the D. P. I., W. B. approving the appointment of the teachers should be quoted against the name of each of them (To be submitted in a separate statement).

N. B. : An attested copy of the resolution of the Managing Committee regarding opening of additional sections and appointment of addl. teachers is to be submitted.

(School seal)

Signature of the Secretary

Signature of the Headmaster/  
Headmistress

.....High School

.....High School

Date.....

Date.....

- (0) Break-up of the 'No. on rolls' in columns 2(a), (b), (c) & (d) has to be shown under the following categories in a separate statement.

No. on rolls (class-wise & section-wise)

By promotion and detention	By first admission	Admission on T. C. due to			Total
		Closure of school course	Guardian's option	Other reasons	
1	2	3	4	5	6

- (\*) In case of XI-Class Schools total periods of work from Classes IX to XI have to be submitted class-wise and subject-wise in a separate statement in respect of streams aided by Government.

[ 19 ]

# GOVERNMENT OF WEST BENGAL

## DIRECTORATE OF EDUCATION

*Grant-in-aid Section*

No. 3684 (24) GA  
OM-50GA/67

Dated Calcutta, the 3rd April 1969

From : The Director of Public Instruction, West Bengal

To : The District Inspector of Schools, Calcutta

Sub : Sanction of addl. posts of teachers in aided High/  
Higher Secondary Schools.

It has since been decided that para (iii) (b) of the orders communicated in this office Memo, No. 12671-GA dated the 17th December 1968 should be revised as follows :—

## II. *Particulars of Higher Secondary Section.*

- (a) Name(s) of stream(s) sanctioned for H. S. Section with year(s) of sanction of each stream.
- (b) No. of teachers sanctioned by D. P. I., W. B. for each stream and the year(s) of sanction.
- (c) Whether the streams have been sanctioned with Govt. grant for their maintenance. If so, from which year(s).

## III. *Teaching staff.*

- (a) No. of sanctioned staff for—  
 Normal Section (An attested copy of the Memo to be enclosed).  
 Higher Secondary Section

---

Total

- (b) No. of addl. teachers required (date from which the sanction of addl. posts is required has also to be indicated)
- (c) Names, qualifications & dates of appointments of the existing teachers on the staff showing No. of periods per week taken by each of them and the No. & date of the letters of the Board or the D. P. I., W. B. approving the appointment of the teachers should be quoted against the name of each of them (To be submitted in a separate statement).

N. B. : An attested copy of the resolution of the Managing Committee regarding opening of additional sections and appointment of addl. teachers is to be submitted.

(School seal)

Signature of the Secretary

Signature of the Headmaster/  
Headmistress

.....High School

.....High School

Date.....

Date.....

- (0) Break-up of the 'No. on rolls' in columns 2(a), (b), (c) & (d) has to be shown under the following categories in a separate statement.

No. on rolls (class-wise & section-wise)

By promotion and detention	By first admission	Admission on T. C. due to			Total
		Closure of school course	Guardian's option	Other reasons	
1	2	3	4	5	6

- (\*) In case of XI-Class Schools total periods of work from Classes IX to XI have to be submitted class-wise and subject-wise in a separate statement in respect of streams aided by Government.

[ 19 ]

# GOVERNMENT OF WEST BENGAL

## DIRECTORATE OF EDUCATION

*Grant-in-aid Section*

No. 3684 (24) GA  
OM-50GA/67

Dated Calcutta, the 3rd April 1969

From : The Director of Public Instruction, West Bengal

To : The District Inspector of Schools, Calcutta

Sub : Sanction of addl. posts of teachers in aided High/  
Higher Secondary Schools.

It has since been decided that para (iii) (b) of the orders communicated in this office Memo, No. 12671-GA dated the 17th December 1968 should be revised as follows :—

"(iii) (b) ordinarily an increase of at least 15 pupils over the permissible limit in a class."

This modification may please be circulated amongst all the aided High/Higher Secondary Schools under his/her jurisdiction at an early date.

Sd/- P. Bhattacharyya  
for Director of Public Instruction,  
West Bengal.

[ 20 ]

# BOARD OF SECONDARY EDUCATION WEST BENGAL

Circular No. 20/60

Dated 18th August, 1960

From : The Secretary

To : The Heads of all Recognised Aided Schools

**Sub : Temporary appointment of teachers in short period vacancies.**

The undersigned is directed to say that the expenditure incurred by the appointment of new teachers in leave vacancies of less than 30 days shall not be treated as admissible in calculating Grants-in-Aid to a school. Work of teachers on leave for short periods as above will have to be managed with the help of the other existing teachers.

Sd/- S. K. Sarkar  
for Secretary

[ 21 ]

# GOVERNMENT OF WEST BENGAL

## DIRECTORATE OF EDUCATION

*Grant-in-aid Section*

No. 3225(24)GA Dated Calcutta, the 19th April, 1968.

From : The Director of Public Instruction, West Bengal

To : The District Inspector of Schools, Howrah

**Sub : Removal and subsequent re-instatement of teaching and non-teaching staff of aided non-Govt. Secondary Schools.**

It has come to the notice of the Education Directorate that the authorities of the schools sometimes removed

teaching and non-teaching staff from the service of the school and appointed substitutes for them. Some of the staff, so removed, subsequently got re-instated with retrospective effect under orders of competent authorities. This resulted in additional expenditure and as the schools participate in the Grant-in-aid scheme they submitted claims to the Education Directorate for sanction of grants to enable them to comply with the terms of award by the Appeal Committee of the Board of Secondary Education, West Bengal or orders of any other competent authority. Apart from this, it has been noticed that complications arise in the case of the substitutes who become thereby surplus to the requirements of the staff and it may be difficult to dispense with their services. In such cases, the additional liability for payment of their salary is also ultimately thrust on the Education Directorate.

In the circumstances, the undersigned is directed to state that the authorities of the aided non-Government Secondary Schools should not appoint any substitute in the vacancies caused by the discharge or termination of service of any teaching staff (including the Headmaster/Headmistress) and non-teaching staff of the schools without prior approval of the Education Directorate, until the time for disposal of an appeal by the Appeal Committee of the West Bengal Board of Secondary Education (or any other competent authority) expires.

The authorities of all non-Government aided Secondary Schools under his jurisdiction may please be informed accordingly.

S/-K.R. Banerjee

For Director of Public Instruction,  
West Bengal.

[ 22 ]

**WEST BENGAL BOARD OF SECONDARY EDUCATION**

Circular No. 20/67

November 7, 1967

From : The Secretary

To : The Heads of all Secondary Schools recognised by the Board

**Re : Cases of teachers of Secondary Schools detained under the D.I. Rules, P.D. Act or Security Act**

The undersigned is directed to state that teachers of Secondary schools who were detained under the Defence of India Rules, Preventive Detention Act or the Security Act for some time and were subsequently released unconditionally, should be sanctioned special leave with full pay for the respective period of their detention.

Teachers who were discharged from service on account of their being detained under the Defence of India Rules, the Preventive Detention Act or the Security Act, but were subsequently released, should be reinstated in their posts.

Sd/- D. Majumdar  
Secretary

[ 23 ]

**GOVERNMENT OF WEST BENGAL****EDUCATION DIRECTORATE***Grant-in-aid Section*

No. 7068 (24) G.A. Dated, Calcutta, the 22nd May, 1969

From : The Director of Public Instruction, West Bengal

To : The District Inspector of Schools, Calcutta

**Sub : Condonation of the break of service of teachers and other staff of aided Secondary Schools**

The undersigned has to state that a teacher or a non-teaching staff of an aided Higher Secondary/Multipurpose/High School seeking condonation of a break in his service will be required to submit a statement in the enclosed

proforma through proper channel for consideration of his case in this Directorate.

Copies of the proforma with necessary instructions may be sent to the schools under his control.

Sd/-P. C. Bhattacharyya  
for Director of Public Instruction, West Bengal

## GOVERNMENT OF WEST BENGAL

### EDUCATION DIRECTORATE

#### *Grant-in-aid Section*

Particulars in connection with the condonation of break of service of teachers and other staff of aided Secondary Schools.

1. Name of the Teacher/Headmaster/Headmistress/  
Asst. Headmaster/Asst. Headmistress/Clerk
2. Qualification
3. The period of break in service for which condonation is required (dates to be indicated) (from...to)
4. Reasons for the break in service for which condonation is required (copy of documents, if any, supporting the statement to be submitted)
5. (a) Name and address, status (High, Jr. High etc.)  
management ( aided/unaided ) of the Institution  
where he/she served just before the break  
(b) Period of service in the institution (i.e. the  
institution under (a) above (from...to)  
(c) Post held in the institution ( Headmaster/  
Headmistress/Asstt. Headmaster/Asstt. Head-  
mistress / Asstt. Teacher etc. )—whether con-  
firmed/on probation/temporary etc.

An attested copy of—

- (i) the Managing Committee's Resolution regarding appointment/confirmation etc. in the institution.
- (ii) Letter of the Board or D.P.I., W.B. approving the appointment and in its absence.

- (iii) the letter approving the appointment of the outgoing incumbent in whose place he/she was appointed.
  - (d) Reasons for leaving the institution. (If due to resignation, discharge etc. an attested copy of the relevant extract of the resolution of the Managing Committee to be submitted)
  - (e) Total length of service in other recognised secondary schools prior to break. (Names of such institutions and period of service in each to be indicated).
6. (a) Name, status (High/Jr. High etc.) and management (aided/unaided) of the institution where he/she joined just after the break.
  - (b) Post held in this school (i.e. in the school under 6a—whether confirmed/on probation/temporary).
  7. If he/she is still in the institution as stated in 6a. If not, the names, status (High/Jr. High etc.) and management (aided/unaided) of institution(s) he/she served subsequently with period of service in each to be indicated.
  8. (a) The period of break in service condoned on any previous occasion(s), if any. (An attested copy or copies of the order(s) to be submitted).
  - (b) Period of previous break not condoned, if any. (from...to)
  9. Remarks, if any.

Countersignature of the Secretary or Administrator of the school with his/her official seal to signify that he/she has verified the above statement with ref. to the original records and papers.

Signature of the teacher  
/Headmaster/Headmistress/Asstt. Headmaster/Asstt. Headmistress/Clerk.

[ 24 ]

**BOARD OF SECONDARY EDUCATION, WEST BENGAL**

Circular No. 43/Oct/53

Dated 1st October, 1953

**Sub : Resignation by or Termination of Service of a Teacher.**

It is notified that the service of a permanently appointed teacher may not be terminated without giving three months' notice nor the service of a temporary teacher be terminated without giving one calendar month's notice ; likewise, a permanent teacher may not resign his post without giving three month's notice and a temporary teacher one calendar month's notice, except where otherwise provided for in the terms of appointment. But in both these cases, a shorter notice may be accepted by either party.

The school authorities are requested to see that a teacher who gives notice of resignation is not detained unnecessarily beyond the permissible limit unless there is any specific reason for doing so. In such a case, the reason should be communicated in writing to the teacher.

The school shall be liable to pay the teacher's salary for the full period, if the requisite notice is not served before terminating his service and a teacher shall forfeit his pay for the full period if he leaves school before the prescribed period for notice has expired.

The school authorities should issue a last pay certificate of a teacher at the time of his leaving the school. This is obligatory on the part of an aided school. A teacher from an aided school should report to the Secretary of the Board if he does not receive his Last Pay certificate as he may not be allowed in any aided school to draw the pay that he last drew, without such a certificate.

This cancels this office circular No. 22/June/53, dated the 25th June, 1953.

Sd/ S.K. Sarkar  
for Secretary

[ 25 ]

**BOARD OF SECONDARY EDUCATION, WEST BENGAL**

Circular No. 39/56

Dated the 7th August, 1956

From : The Secretary

To : The Heads of all Recognised High Schools

**Sub : Complaint case**

The undersigned is directed to request the Heads of all Recognised High Schools to note that in all cases where the teachers complain against school authorities for discharge, non-payment of dues or for any other reason or when the schools have any grievance against teachers, the petition of complaint with relevant enclosures should be submitted to the Board's office *in triplicate*.

It is further to be noted that all observations and counter-observations should also be submitted *in triplicate* by the school or by a teacher as the case may be.

Sd/ D.P. Ray Chaudhuri  
Secretary

[ 26 ]

**BOARD OF SECONDARY EDUCATION, WEST BENGAL**

Circular No. 3/54

Dated the 27th January, 1954

From : The Secretary

To : The Headmaster/Headmistress/Secretary to the Managing Committee of all Recognised High Schools

**Sub : Procedure for submission of complaint or application from a teacher.**

It is notified that no complaint, application or petition from a teacher or an employee of school will be entertained by the Board unless it is forwarded through the Head of the Institution and/or the Secretary of the Managing Committee. An advance copy of such complaint, application or petition may however be submitted to the Board.

The Head of the School and/or the Secretary of the Managing Committee should forward any such document, if it is addressed to the Board, with the least possible delay and with such observations as considered necessary. If the document is not forwarded, with observations, within a reasonable time, the Board may take suitable action on such a complaint, application or petition without any reference to the Head of the Institution or the Secretary to the Managing Committee.

No pupil may address any complaint or petition except through the head of the school, who will use his own discretion in forwarding such communication. If the rule is not observed, the communication received will be sent to the head of the school, without paying any attention to its contents and the head of the institution will treat this as a breach of discipline and may punish the offender suitably.

Parents or guardians can always exercise their natural right to make any representations to the Board on behalf of their wards for necessary action by the Board.

Heads of institutions are requested to give full publicity to this circular.

Sd/ S. K. Sarkar  
for Secretary

[ 27 ]

## GOVERNMENT OF WEST BENGAL

### EDUCATION DEPARTMENT, DEVELOPMENT BRANCH

No. 3209-Edn (D)      Calcutta, the 28th September, 1964  
11 C-37/64

From : The Secretary to the Government of West Bengal

To : The Director of Public Instruction, West Bengal.

**Sub : Appointment of male teachers in recognised aided girls school.**

The undersigned is directed by order of the Governor to say that the Governor is pleased to direct that henceforth

the appointment of men teachers in recognised aided girls schools should not ordinarily be approved by the Director of Public Instruction, West Bengal. The teachers, who have already been retained in girls' schools for a continuous period of five years or more may, however, be retained permanently provided,

- (a) They are otherwise qualified ;
- (b) their services and conduct have been satisfactory from point of view of a girls' school, and
- (c) the Director of Public Instruction is satisfied that all possible efforts were made by the authorities of the school concerned to recruit women teachers for these posts, but they were not successful.

Sd/ H. B. Ghose  
for Secretary.

## VI

### SUPERANNUATION

[ 1 ]

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 21

Dated, the 12th December, 1952

From : The Secretary

To : The Heads of all recognised High Schools

Re : Extension of Service

Sir/Madam,

The Secretaries of Managing Committees are hereby informed that no application for the extension of service of superannuated teachers, will be entertained unless an application is made to the Board at least six months before the date of superannuation, or the expiry of a term of extension already granted. When applying for such extension, full details about the educational qualifications and teaching experience of the teacher should be given in the following form :—

1. Year and division of passing the Matriculation Examination.
2. Age according to the University certificate, at the time of appearing at the Matriculation Examination.
3. Year and division of passing the Intermediate Examination.
4. Year and date of passing the B. A. Examination together with the Subjects offered for Examination.
5. If an Honours graduate, the Honours subject and the class in which placed

Existing scale of pay as on 31.3.66.	Revised scale of pay prescribed with effect from 1.4.66
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Rs.

Rs.

*B. Headmasters and Headmistresses :***Junior High Schools/Junior Madrasahs**

Trained Graduates with three years' teaching experience	160-7-223-8-295 plus special pay of Rs. 25 per month	167-7-237-8-317 plus special pay of Rs. 25 per month.
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**Senior Basic Schools**

M.A. or M.Sc. or B.A. (Hons.) or B.Sc. (Hons.) with P.G.B.T. or with B.T. degree,	210-10-450 (teachers with Second Class Master's degree will start with two advance increments)	220-10-320-15-470 Trained graduates with Second Class M.A. or M.Sc. degree will start at the 3rd stage, i.e., at Rs. 240/-
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*C. Asstt. Teachers :*
**Class X High Schools/Class XI High Schools/Class X and  
Class XI High Madrasahs.**

(a) Trained graduates with Honours degree or with Master's degree and Teachers with B. Agr. degree in Class XI Schools with Agriculture stream.	210-10-450 Trained Teachers with Second Class Master's degree will start with two advance increments.	220-10-320-15-470 Untrained Teacher will remain at the initial stage of the scale.
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(b) Untrained graduates with Honours degree or with Master's degree.	Rs. 210 (fixed until trained). Teachers with second class Master's degree would start at 230/- (fixed until trained),	Trained and untrained graduates with Second Class Master's degree will start at the 3rd stage i.e., at Rs. 240/- and if untrained will not have any increment beyond Rs. 240/-.
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**Junior High and Senior Basic Schools/Junior Madrasahs/  
Class X High Schools/Class XI High Schools and Class X and  
Class XI High Madrasahs.**

	Existing scale of pay as on 31.3.66.	Revised scale of pay prescribed with effect from 1.4.66
	Rs.	Rs.
(c) Trained gradu- ates/Classical tea- chers with two Govt. Sanskrit ti- tles or with M.M. on completion of ten years' teaching experience / Music teachers with B. Mus. degree awar- ded by Universities or with equivalent degree or diploma of recognised insti- tutions/Art teach- ers with diploma from Govt. College of Art & Craft or from Kalabhawan (Visva Bharati) or equivalent diploma from a recognised institution.	160-7-223-8-295.	167-7-237-8-317.  Untrained pass graduates will re- main at the initial stage of the scale i.e., Rs. 167/-.  Trained and un- trained Pass gra- duates with distin- ction will start at the third stage i.e., at Rs. 181/- and if untrained will not have increment beyond Rs. 181/-.
Untrained graduates	Rs. 160/- (fixed until trained).	

6. Year of passing the B. T. Examination or an equivalent training Examination and the class obtained.
7. If trained in a short course training, the subject of the training, the place where trained and the year should be stated.
8. If a teacher of classical subject, the year of passing a title Examination.

Yours faithfully,  
Sd/ S. K. Chatterjee  
Secretary

[ 2 ]

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 46/Oct/53

Dated 13th October, 1953

From : The Secretary

To : The Heads of all recognised High Schools

Sub : Extension of services of superannuated teachers

Sir/Madam,

In continuation of this office circular No. 21, dated the 12th December, '52, I am directed to state the following for your information and future guidance :—

1. A teacher attaining the age of superannuation in the middle of a year may be granted extension of service up to the end of the year, if recommended by the Managing Committee, unless there are compelling reasons for withholding the grant of such extension.
2. Recommendations of the Managing Committee in the form of resolution should always be forwarded along with the particulars of the teacher as laid down in the previous circular. The recommendations of the Managing Committee should be for not more than one year at a time.

3. The service of a teacher will terminate as soon as he attains the age of 65 years and no application for an extension beyond that date will be entertained. Notice of retirement should be given to the teacher in proper time, at least three months before the date of compulsory retirement.

Yours faithfully,

Sd/ S. K. Sarkar  
for Secretary

[ 3 ]

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 34/57

The 16th September, 1957

From : The Secretary

To : The Heads of all Aided High Schools

**Sub : Condition of service of teachers on their attaining the age of superannuation**

Dear Sir,

I am directed to state that it has been decided by the Board that a teacher who is granted an extension of service after he has attained the age of superannuation will be eligible for the following benefits :—

1. (a) He will draw the usual increments in the time-scale of pay ;
- (b) He will contribute to the Provident Fund if he is not under the Government Provident Fund Scheme and the school will contribute an equal amount to the fund ;
- (c) He will be allowed such leave as may be due to him for the service rendered by him after the date of superannuation.

2. He will not be permitted to join another aided or unaided High School during the period of his extension of service.

3. He will be given one month's notice if it is desired to terminate his service before the expiry of the term of his appointment during the period of his extension of service.

Yours faithfully,  
Sd/ S. K. Sarkar  
for Secretary

[ 4 ]

## BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 29/56

13th June, 1956

From : The Secretary

To : The Heads of all Recognised High Schools

**Sub : Retirement of clerks of high schools**

Dear Sir,

I am directed to state that the following general principle has been laid down in connection with the retirement of clerks of high schools :

A clerk of a high school shall be required compulsorily to retire on attaining the age of 60 years. He shall not be retained in service after attaining the age of 60 years except in very special circumstances which must be recorded in writing by the Managing Committee of the school and with the previous sanction of the Board.

Yours faithfully,  
Sd/- D. P. Raychoudhuri  
Secretary.

[ 5 ]

## EDUCATION DEPARTMENT—SECONDARY BRANCH

No. 863-Edn. (S)                      Dated Calcutta, the 2nd June, 1969.

From : Sri S. N. Chaudhury, Deputy Secretary to the  
Government of West Bengal.

To : The Director of Public Instruction, West Bengal.

**Sub : Terminal benefits for the teaching and non-teaching  
staff of recognised non-Government Secondary  
Institutions**

The undersigned is directed to say that the question of extending the benefits contemplated in "The Recognised Non-Government Secondary Institutions Pension Rules" approved in terms of Government Order No. 1610-Edn(S) dated the 18th July, 1968 to the employees of the recognised "Unaided" Non-Government Secondary Institutions and the question of counting the period of extension beyond the age of superannuation for the purpose of pension had been under the consideration of Government for some time. The Governor, in modification of Government Order No. 2156-Edn(S) dated the 20th September, 1967 is now pleased to decide that—

(i) The employees of the Recognised Non-Government Secondary Institutions, who were on approved extension after superannuation (i.e. beyond 60 years) on the 1st April, 1966 should be allowed the benefits under "The Recognised Non-Government Secondary Institutions Pension Rules", the period of extension being taken into account for the purpose of pension.

(ii) The age of superannuation of the employees of the recognised Non-Government Secondary Institutions shall be 60 (sixty). Thereafter the employees may be retained in service on extension until they attain the age of 65 years subject to the usual condition of physical fitness and mental

alertness. The period of service rendered, on approved extension, after attainment of the age of superannuation shall be considered as qualifying for pension.

(iii) The employees of the Recognised "Unaided" Non-Government Secondary Institutions shall also be allowed the benefits contemplated in "The Recognised Non-Government Secondary Institutions Pension Rules."

3. Necessary changes in the "Recognised Non-Government Secondary Institutions Pension Rules" will be made in due course. Meanwhile, immediate steps should be taken for payment of anticipatory pension in terms of rule 36 of the aforesaid Rules to those employees of the Recognised Non-Government Secondary Institutions, as defined in Rule 3(m), who have already retired and are entitled to pension in terms of those rules.

Similar benefit may be extended to the employees of the Recognised "Unaided" Non-Government Secondary Institutions as soon as the rules are amended.

4. The Accountant General, West Bengal has been informed.

5. This order issues with the concurrence of the Finance Department of this Government vide their H. O. Note No. BVI/1517 dated the 31st May, 1969.

Sd/- S. N. Chaudhury  
Deputy Secretary

[ 6 ]

GOVERNMENT OF WEST BENGAL

DIRECTORATE OF EDUCATION

*Grant-in-aid Section*

No. 3683 (24) GA  
OM 3GA/69

Dated Calcutta, the 3rd April, 1969

From : The Director of Public Instruction, West Bengal

To : The District Inspectress of Schools, Calcutta

**Re : Extension of Service**

The undersigned has to state that at present extension of service is allowed to teachers including Headmasters/Headmistresses of aided Secondary Schools by the Director of Public Instruction, West Bengal on the recommendation of the Managing Committees, Ad hoc Committees or Administrators on year to year basis up to the age of 65 years. It has been brought to the notice of the Education Directorate that in some cases extension of service is not recommended by the Managing Committees, Ad hoc Committees or Administrators without assigning any reason. Sometimes they refuse to make any recommendation whatsoever.

In the circumstances it has been decided that henceforth the teachers including Headmasters/Headmistresses concerned of aided Secondary Schools will have the option to submit a representation to the Director of Public Instruction, West Bengal if the Managing Committees, Ad hoc Committees or Administrators of the Schools do not recommend extension of their service without assigning any reason or refuse to make any recommendation whatsoever. The Director of Public Instruction will consider each such case on its merit. The decision of the Director of Public Instruction in such cases will be binding on the Managing Committees, Ad hoc Committees or Administrators concerned.

All aided Secondary Schools under his or her jurisdiction may please be informed accordingly.

Sd/- P. Bhattacharyya

*for Director of Public Instruction, West Bengal*

VII  
**TEACHERS' QUALIFICATIONS &  
EMOLUMENTS**

[ 1 ]

**GOVERNMENT OF WEST BENGAL  
FINANCE DEPARTMENT**

\*No. 666-F.

Calcutta, the 1st March 1971.

In Finance Department resolution No. 2995-F., dated the 25th August 1967, Government constituted a Pay Commission to examine and recommend what changes should be made in the structure of emoluments and other allied matters in respect of employees under the rule-making control of Government and to recommend a corresponding structure of pay scales for—

- (a) Teachers and Non-Teaching staff in the Sponsored or Aided schools, up to Higher Secondary standard, with due regard to the financial resources of the State Government and requirements of planning and development.

The Commission submitted their reports containing their recommendations in January 1970.

2. After careful consideration of these recommendations the Governor is pleased to direct that—

- (a) in the Sponsored and Aided Educational Institutions —all whole-time occupants of the posts on the existing scale of pay as described in columns (1) and (2) of Annexure I;

shall with effect from the dates mentioned in paragraph 3 below be entitled to draw pay in the revised scales of pay as shown against each of the posts in column (4) of the said Annexures.

---

\*Only the portion relating to Secondary and Primary Education has been quoted here.

3. *Application of the revised scale of pay* : The revised scales of pay shall be effective—

- (a) for an occupant of a post who was in service on the 31st March 1970—from the 1st April 1970 ;

Or,

- (b) for an occupant of a post who entered or will enter service on or after the 1st April 1970—from the date of appointment ;

Or,

- (c) for an occupant of a post, if he was in service before the date of this order at his option—from the day following the date of his earning one or any subsequent increment, in his existing scale of pay. Such a person may also retain his existing scale of pay until he vacates the post or ceases to draw pay in that time-scale.

4. *Fixation of initial pay in the revised scale of pay* :

- (a) For a person who was in service on the 31st March 1970—

- (i) if his pay on the day before the date of application of the revised scale of pay does not exceed Rs. 500 :

the initial pay shall be fixed at the stage next above the aggregate of his pay in the existing scale, the dearness allowance admissible on it and a sum of Rs. 6 ;

- (ii) if his pay on the day before the date of application of the revised scale of pay exceeds Rs. 500 :

the initial pay shall be fixed at the stage next above the aggregate of his pay in the existing scale and the dearness allowance admissible on it.

- (b) For a person who entered service on or after the 1st April 1970, but before the date of issue of this order—

- (i) if the person does not exercise option under subparagraph (c) of paragraph 3 above the initial pay

shall be the minimum of the revised scale of pay and the difference, if any, between such minimum and the aggregate of pay in the existing scale of pay and the dearness allowance admissible on it shall be treated as personal pay to be absorbed in future increases in pay ;

- (ii) if, however, the person exercises option under sub-paragraph (c) of paragraph 3 above to elect the revised scale of pay after earning one or any subsequent increment, the initial pay shall be fixed at the stage which is equal to the aggregate of his pay in the existing scale after earning the increment and the dearness allowance admissible on it ; if there be no such stage at the stage next below the aggregate and the difference shall be treated as personal pay to be absorbed in future increases in pay ;

(c) For a person who enters service on or after the date of issue of this order the initial pay shall be fixed at the minimum of the revised scale of pay.

**Note :** Where the aggregate of pay in the existing scale and dearness allowance admissible on it with or without a sum of Rs. 6 as the case may be—

- (i) falls below the minimum of the revised scale the initial pay shall be fixed at the minimum ;

Or,

- (ii) exceeds the maximum of the revised scale of pay the initial pay shall be fixed at the maximum and the difference be treated as personal pay to be absorbed in future increases in pay, if any.

5. **Dearness allowance :** The dearness allowance admissible on the pay in the existing scale of pay of any post has been shown in column (3) of the Annexure I. The said dearness allowance shall not be admissible after the initial pay is fixed in the revised scale of pay.

6. *Option* : The option as stated in paragraph 3 above shall be exercised in writing in the form set out in Annexure III to the authority mentioned below—

- (A) in the cases of all occupants of the posts other than the Head of the Institution mentioned in Annexure I—Head of the Institution;
  - (B) in the case of the Head of the Institution mentioned in Annexure I—(i) The Secretary, Managing Committee, or (ii) The President of the Governing Body, or (iii) Administrator, if any,
- within 60 days of the issue of this order, provided that in the case of a person who is on leave, the said option shall be exercised not later than 60 days from the date of his return from such leave.

The option once exercised shall be final and cannot be modified at any subsequent date.

If no option is exercised by any person within the time specified above, he shall be subject to the appropriate revised scale of pay with effect from—

- (i) if he was in service on the 31st March 1970—from the 1st April 1970 ; and
- (ii) in other cases—the date of appointment.

7. *Special provisions* :

- (1) For the purpose of this order—
  - (i) The expression 'Aided Educational Institutions' means the institutions to which the Grants-in-Aid Scheme of the Education Department has been extended to cover the net deficit in full before the issue of this order or to which the said Grants-in-Aid scheme may be so extended thereafter with the approval of Government, and shall include aided Primary/Junior Basic/Pre-Basic (Pre-Primary and Nursery) Schools.

(ii) The expression 'occupants of the posts' refers to—

the persons holding the posts approved by the Director of Public Instruction before the issue of this order, or approved thereafter by Government or such authority as may be nominated by Government, in respect of the Sponsored or Aided Educational institutions ;

(2) Efficiency bars have been placed after 8th stage in some revised scales of pay and after 8th and 16th stages in others. In order to earn next increment in the revised scale of pay the efficiency bars are to be crossed with the permission of the Appointing Authority after rendering satisfactory service in the posts to which these scales of pay are attached.

8. The Director of Public Instruction is authorised to proceed with the implementation of the revised salary scheme as approved in this order and release additional grants to the Educational Institutions after working out the requirements of each in accordance with the provisions of this order.

9. The order shall be effective and shall be deemed to have been effective from the 1st April 1970. All orders issued by the Education Department regulating the conditions of service of the employees and the pay scales of the posts shown in the Annexures of this order shall be effective subject to provisions of this order.

By order of the Governor,

J. L. KUNDU

*Financial Commissioner and Secretary*

# ANNEXURE I

## Primary/Junior Basic/Pre-Basic (Pre-Primary and Nursery) Schools\*\*\*

Name of posts.	Existing scale of pay.	Rate of dearness allowance.	Revised scale of pay.
(1)	(2)	(3)	(4)
	Rs.	Rs.	Rs.
A. In Junior Basic and Primary Schools :			
Head teachers (Matric Basic Trained or Matric Primary Trained or their equivalent)(a)	115—3—160—4—180 <i>plus</i> special pay of—	52.50	175—3—214—4—250 (Efficiency Bars after 8th and 16th stages) <i>plus</i> special pay of— (i) Rs. 15 per month in schools having classes I to V and (ii) Rs. 5 per month in other schools.

\*\*\*Excluding the schools managed by Corporation or Municipalities but including those schools which are covered by orders of Government in accordance with the provisions of Urban Primary Education Act of 1963.  
(a) Existing Head Teachers (Untrained Matriculates) who are getting Rs. 5 per month as special pay will continue to get it under the existing orders.

Name of posts.	Existing scale of pay.	Rate of dearness allowance.	Revised scale of pay.
(1)	(2)	(3)	(4)
Rs.	Rs.	Rs.	Rs.
Teachers—			
“A” Category: Assistant Teachers (Matric Basic Trained or Matric Primary Trained or their equivalent)	115—3—160—4—180	52.50	175—3—214—4—250 (Efficiency Bars after 8th and 16th stages).
“B” Category: Teachers (non-Matric Trained or Untrained Matric or their equivalent)	105—2—125	52.50	165—2—205 (Efficiency Bars after 8th and 16th stages).
“C” Category: Teachers (Untrained non-Matric)	100—1—105	52.50	155—1—165—2—185 (Efficiency Bars after 8th and 16th stages).
School Mother	95—1—105	52.50	155—1—165—2—185 (Efficiency Bars after 8th and 16th stages).

Name of posts.	Existing scale of pay.	Rate of dearness allowance.	Revised scale of pay.
(1) Matrons	Rs. 65—1—80	(3) 52.50	Rs. 130—1—145—2—155 (Efficiency Bars after 8th and 16th stages).
B. In Pre-Basic, Pre-Primary and Nursery Schools:			
Head Teacher (Matric Basic Trained or Pre-Basic Trained or their equivalent).	115—3—160—4—180 plus a special pay of Rs. 15 per month.	52.50	175—3—214—4—250 (Efficiency Bars after 8th and 16th stages) plus a special pay of Rs. 15 per month.
Assistant Teacher (Matric Basic Trained or Pre-Basic Trained or their equivalent).	115—3—160—4—180	52.50	175—3—214—4—250 (Efficiency Bars after 8th and 16th stages).

**Higher Secondary Schools, High Schools, Junior High Schools, Senior Basic Schools, Higher Secondary  
Madrasahs, High Madrasahs and Junior Madrasahs.**

Name of posts.	Existing scale of pay.	Rate of dearness allowance.	Revised scale of pay.
(1)	(2) Rs.	(3) Rs.	(4) Rs.
<p>Head Masters/Head Mistresses of Higher Secondary Schools and High Schools, Higher Secondary Madrasahs and High Madrasahs:—</p>	<p>Trained Graduates with Honours degree or with Master's degree who have secured not less than 40 per cent marks at M.A./ M.Sc. Examination <i>plus</i> five years' teaching experience in recognised Secondary Schools. Graduates with Special Honours shall not be treated as Honours Graduates for this purpose.</p>	<p>350—25—400—30—640—40 —800 with special pay for class XI schools as follows:— (a) with one course— Rs. 25 per month,  (b) with two courses— Rs. 50 per month;  (c) with more than two courses—Rs. 75 per month.</p>	<p>450—25—500—30—740—40 —900 (Efficiency Bar after 8th stage) with special pay for class XI schools as follows:— (a) with one course— Rs. 25;  (b) with two courses— Rs. 50;  (c) with more than two courses—Rs. 75.</p>

**Notes.—**(1) Persons appointed before 24th December 1966 shall also draw pay in the revised scale of pay as shown above provided they are Trained Graduates with Honours Degree or with Second Class Master's Degree having five years' teaching experience in recognised Secondary Schools.

(2) Existing Trained M.A./M.Sc. (Class III) acting as Headmasters/Headmistresses from a date prior to 1st March 1957 with five years' teaching experience in recognised Secondary Schools or Madrasahs are entitled to the revised scale of pay.

(3) Trained M.A./M.Sc. (Class III) with teaching experience of five years and who have been working satisfactorily as Assistant Head Masters for at least five years prior to 1st March 1961 in recognised aided High Schools or as Headmaster on a temporary basis from a date prior to the 1st March 1961 in recognised aided High Schools may be appointed as Headmasters on a substantive basis and placed in the revised scale of pay.

(4) Under qualified Headmasters and Headmistresses, viz., B.A., B.T. or B.Sc., B.T. or B.Com., B.T. as existing in recognised aided High Schools on the 31st March 1962 and approved on a temporary basis on the initial of the existing scale may also draw the initial of the revised scale.

(5) No under qualified persons should be appointed as Headmasters/Headmistresses except as a purely temporary measure. If it is necessary to continue the services of such Headmasters/Headmistresses beyond six months in the interest of the schools, fresh approval for their retention beyond six months should be obtained from the Director of Public Instruction, West Bengal. Such a Headmaster/Headmistress may be allowed a working allowance not exceeding 20 per cent of his/her basic pay in his/her grade according to qualifications. In addition, he/she will be entitled to draw the special pay of the Headmaster/Headmistress as is admissible according to the number of streams.

Name of posts.	Existing scale of pay.	Rate of dearness allowance.	Revised scale of pay.
(1)	(2)	(3)	(4)
<p>Rs.</p> <p>Assistant Headmasters and Assistant Headmistresses of Higher Secondary Schools, High Schools, Higher Secondary Madrasahs and High Madrasahs :</p> <p>For trained graduates with honours degree or with Master's degree <i>plus</i> 3 years' teaching experience in recognised Secondary Schools.</p>	<p>Rs.</p> <p>250—20—350—25—475 <i>plus</i> special pay as follows: For Class X Schools—Rs. 35 per month.</p>	Rs.	<p>Rs.</p> <p>350—20—450—25—600 (Efficiency Bar after 8th stage) with special pay as follows: For Class X Schools—Rs. 35 per month.</p>
<p>For trained graduates with honours degree or with Master's degree <i>plus</i> 3 years' teaching experience in recognised Secondary Schools.</p>	<p>For Class XI Schools— (a) with one course—Rs. 40 per month, and</p>	Rs.	<p>For Class XI Schools— (i) with one course—Rs. 40 per month, and (ii) with more than one course—Rs. 50 per month.</p>

Notes.—(1) No Assistant Headmaster/Assistant Headmistress should be appointed in a Higher Secondary School or a High School unless the roll strength exceeds 400 or 300 respectively. The existing Assistant Headmasters/Assistant Headmistresses who were in service on 31st March 1967 may continue to draw the special pay till they vacate their posts either by retirement, resignation, etc.

(2) Under-qualified Assistant Headmasters/Assistant Headmistresses will not be entitled to the revised scale of pay. They will continue to draw their pay according to qualification as Assistant Teachers and the prescribed allowance for the posts.

Name of the post.	Existing scale of pay.	Rate of dearness allowance.	Revised scale of pay.
	(1)	(2)	(3)
		Rs.	Rs.
Headmasters and Headmistresses of Junior High Schools and Junior Madrasahs :			
Trained Graduates with three years' teaching experience.	167—7—237—8—317 <i>plus</i> special pay of Rs. 25 per month.	90	265—7—300—8—420—10—450. (Efficiency Bars after 8th and 16th stages) <i>plus</i> a special pay of Rs. 25 per month.
Headmasters and Headmistresses of Senior Basic Schools :			
M.A. or M.Sc. or B.A. (Hons.) or B.Sc. (Hons.) with P. G. B.T. or with B.T. Degree.	220—10—320—15—470 Trained Graduate with Second Class M.A. or M.Sc. degree will start at the 3rd stage, i.e., at Rs. 240.	90	320—10—420—15—600 (Efficiency Bars after 8th and 16th stages) Trained Graduates with Second Class M.A. or M.Sc. degree will start at the 3rd stage, i.e., at Rs. 340.

Name of the post.	Existing scale of pay.	Rate of dearness allowance.	Revised scale of pay.
(1)	(2)	(3)	(4)
		Rs.	Rs.
Assistant Teachers of Class X Schools and Class XI Schools/ Class X and Class XI Madrasahs :			
Trained or Untrained	220—10—320—15—470	90	320—10—420—15—600.
Graduates with Honours degree or with Master's degree and Teachers with B.Agr. Degree in Class XI schools with Agriculture stream.	Untrained Teachers will remain at the initial stage of the scale until trained. (a)		(Efficiency Bars after 8th and 16th stages). Untrained Teachers will remain at the initial stage of the scale until trained. (a)

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(a) Trained and Untrained graduates with Second Class Master's degree will start at the third stage of the time scale of pay and if untrained will not have any increment until trained.

Name of the posts.	Existing scale of pay.	Rate of dearness allowance.	Revised scale of pay.
(1) Assistant Teachers of Class X and Class XI Schools, Class X and Class XI Madrasahs, Junior High Schools and Senior Basic Schools:	(2) Rs.	(3) Rs.	(4) Rs.
A. Trained graduates/Classical teachers with two Sanskrit titles conferred by Vangiya Sanskrita Siksha Parishad or its equivalents (as recognised by Government) or with M.M. on completion of ten years' teaching experience/Music teachers with B.Mus. degree awarded by Universities or with equivalent degree or diploma of recognised institution/Art teachers with diploma from Government College of Art and Craft or from Kalabhaban (Visva Bharati) or equivalent diploma from a recognised institution.	167—7—237—8—317 Untrained pass graduates will remain at the initial stage of the scale, i.e., Rs. 167. (a)	90	265—7—300—8—420—10—450 (Efficiency Bars after 8th and 16th stages). Untrained pass graduates will remain at the initial stage of the scale i.e., Rs. 265, until trained. (a)

(a) Trained and Untrained graduates with distinction will start at the third stage of the time scale of pay and if untrained will not have any increment until trained.

Name of posts.	Existing scale of pay.	Rate of dearness allowance.	Revised scale of pay
(1)	(2) Rs.	(3) Rs.	(4) Rs.
B. Under-graduate teachers.	120—5—230	90	220—5—350 (Efficiency Bars after 8th and 16th stages).
(i) I.A./I.Sc. (Trained).	Untrained under-graduates will remain at the initial stage of the scale, i.e., Rs. 120.		Untrained under-graduates will remain at the initial stage of the scale, i.e., Rs. 220, until trained.
(ii) Untrained under-graduates (I.A./I.Sc.)			
(iii) Music teachers with I. Music certificate awarded by Universities or with equivalent certificate or diploma awarded by recognised institution/Craft teachers with School Leaving Certificate.	120—5—230	90	220—5—350 (Efficiency Bars after 8th and 16th stages).

Names of posts.	Existing scale of pay.	Rate of dearness allowance.	Revised scale of pay.
(1)	(2)	(3)	(4)
Rs.	Rs.	Rs.	Rs.
(iv)	V. M. Teachers/ Classical teachers :	120—5—230	220—5—350 (Efficiency Bars after 8th and 16th stages).
(a)	Matriculate with Kabyatirtha or Kabya- tirtha with five years' teaching experience, or		
(b)	a teacher having two Sanskrit titles con- ferred by Vangiya Sanskrita Siksha Pari- shad or its equivalent (as recognised by Government) with less than 10 years' teaching experience, or		
(c)	a teacher who has passed the Final Madrasah or its equivalent.		

Name of posts.	Existing scale of pay.	Rate of dearness allowance.	Revised scale of pay.
(1)	(2) Rs.	(3) Rs.	(4) Rs.
C. Other teachers : Matriculate/ I.A. with one subject.	105—2—125	90	205—2—225 (Efficiency Bar after 8th stage).

*Notes.*—(1) Existing untrained teachers of aided Secondary Schools above 40 years of age and with five years' teaching experience in a recognised Secondary School on 1st April 1966 and existing untrained teachers of 40 years of age and below with 10 years' teaching experience in a recognised Secondary School on 1st April 1966 will be treated as trained teachers for purpose of the revised scales of pay.

(2) In case of teachers who will improve their qualifications after 1st April 1966, the revised scale of pay should be made applicable to them from the date following the last date of examination—both theoretical and practical.

(3) Rural allowance as approved in Government order No. 1213-Edn., dated the 4th February 1958, shall continue until further orders.

(4) Teachers who passed the B.Com. Examination of a recognised University and were appointed in aided High and Higher Secondary Schools up to 24th December 1966 may be treated as Honours Graduates for the purpose of the revised scale of pay.

Name of posts.	Existing scale of pay.	Rate of dearness allowance.	Revised scale of pay.
(1)	(2) Rs.	(3) Rs.	(4) Rs.
Non-Teaching Staff— Clerks (Matriculate)	...	115—3—172—4—180	190—3—214—4—270—5— 275. (Efficiency Bars after 8th and 16th stages).
Clerks (Non-Matric) Librarians (for Higher Secondary Schools only with description of Libraries and Qualifications)— (i) For Libraries with an effective catalogue strength of 10,000 books and above —Graduate with Diploma in Librarianship.	...	105—2—125	181—2—205 (Efficiency Bar after 8th stage).
(ii) For Libraries with less than 10,000 books— (a) Graduate with Diploma in Librarianship. (b) Intermediate with Librarianship Training Certificate.	200—10—400	67.50	270—10—500 (Efficiency Bars after 8th and 16th stages).
(a) Graduate with Diploma in Librarianship.	160—7—223—8—295	67.50	237—7—300—8—404 (Efficiency Bars 8th and 16th stages).
(b) Intermediate with Librarianship Training Certificate.	115—3—133—4—185	67.50	190—3—214—4—270—5— 275 (Efficiency Bars after 8th and 16th stages).
Class IV Staff	...	60—1/2—65—1—75	130—1—145—2—165 (Efficiency Bars after 8th and 16th stages).

# ANNEXURE III

## Option Form

I do hereby elect to come under the revised scale of pay introduced in Government Order No..... dated the..... with effect from—

(i) 1st April 1970; or,

(ii) .....

.....i.e., the date of appointment after 31st March 1970; or, (iii).....i.e., the day following the date of my earning.....increment or increments after 31st March 1970.

2. I do hereby retain my existing scale of pay until I vacate the post or cease to draw pay in that time scale.

3. The particulars of my pay are as follows :—

Existing Scale of Pay :

Dearness Allowance :

Revised Scale of Pay :

.....

(Signature)

.....

(Designation)

.....

Educational Institution

*Countersigned\**

.....

*Head Master/Head Mistress/Secretary, Managing Committee/  
Administrator/District Inspector/Inspectress of Schools.*

\*In case of the Head Masters/Head Mistresses the option should be countersigned by the Secretary of the School and the District Inspector/Inspectress of Schools concerned.

*Note.*—The items that may not be applicable shall be scored out under the signature of the person exercising option.

[ 2 ]

## GOVERNMENT OF WEST BENGAL

## EDUCATION DEPARTMENT

No. 1587-Edn (S)  
3S-55/70

Dated Calcutta, the 17th Nov. 1971

From : Shri S. N. Chowdhury,

Deputy Secretary to the Govt. of West Bengal

To : The Director of Public Instruction, West Bengal

Sub : Proposal for treating the contingency staff  
of the laboratories of aided Higher  
Secondary schools as regular employees.

The undersigned is directed, by order of the Governor, to say that the proposal for treating the contingency class IV employees of the science laboratories of the aided Higher Secondary schools as part of the general non-teaching staff of the schools has been under consideration of government for some time. The Governor is now pleased to direct that such class IV employees of the science stream of Higher Secondary schools, as are in receipt of grants-in-aid on complete deficit basis for the Science stream, should be brought under the regular establishment for being treated as part of the general non teaching staff of the schools with effect from the first January, 1972 subject to the condition that they were employed in the schools concerned whole-time throughout the year and for a period of more than three years continuously.

2. Subject to other recruitment conditions, the following qualifications may be prescribed by the Director of Public Instructions, West Bengal, for future recruitment to the aforesaid posts :—

Good general education or at least class VIII passed.

3. The charge on account of Contributory Provident Fund for the aforesaid employees is debitable to the appro-

priate head under "Fourth Five-year Plan" in the 28-Education Budget.

4. The Account General, West Bengal has been informed.

5. This order issues with the concurrence of the Finance Department of this Government vide their U. O. Note No. A. VII/945 dated the 31st May, 1971.

Sd. S. N. Chowdhury  
Deputy Secretary

[ 3 ]

GOVERNMENT OF WEST BENGAL

Education Directorate.

No. 6904 G.A.                      Calcutta, the                      Dec. 1965.  
From : The Director of Public Instruction, West Bengal.  
To : The District Inspector of Schools, 24-Parganas.

Sub :—Increment of deputed teachers.

Ref :—His D.O. No. 159 dt, 11.8.65.

The undersigned has to inform him that a deputed teacher on successful completion of the training course will be entitled to him 1st increment in the relevant scale on the day following the day of termination of training examination ( both theoretical and practical ). The next increment will fall due after completion of one year's service from the date of 1st increment.

Sd/- S. Ray  
for Director of Public Instruction,  
West Bengal.

[ 4 ]

## GOVERNMENT OF WEST BENGAL

## EDUCATION DEPARTMENT

No. 879-Edn. (S), Dated Calcutta the 5th September, 1966.  
5P-6/66

From : Shri J. C. Talapatra,

Deputy Secretary to the Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal.

Sub : Improvement of the condition of service of non-teaching staff of recognised non-Government Secondary Schools and Madrasahs ;

The undersigned is directed to say that the question of improvement of the service conditions of the non-teaching staff of aided Secondary Schools has been under consideration of Government for same time. The Governor is now pleased to sanction the revised scales of pay as detailed below for Clerks and Class IV staff of recognised non-Government Secondary Schools including Senior Basic Schools and Madrasahs which have come or may come under the Grants-in-aid Scheme. The revised scales of pay are effective from the 1st April, 1966,

(1) Clerks.	Scales of pay as on 31.3.66.	Revised scales of pay prescribed with effect from 1.4.66.
(a) Matriculates	80-3-134-4-150	115-3-172-4-180 (The revised scale is inclusive of dearness allowance sanctioned upto 1.4.66.)
(b) Non-Matriculates (existing).	75-3/2-96	105-2-125 (The revised scale is inclusive of dearness allowance sanctioned upto 1.4.66.)

## (2) Class IV staff

45-1/2-55- 1-60	60-1/2-65-1-75	plus dearness allowance at the existing rates.
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(2) As the existing Dearness Allowance in respect of the clerical staff has been merged in the revised scales of pay no further payment should be made on account of dearness allowance to the aided schools and payment already made since the 1st April, 1966 should be adjusted against the claims on the basis of the revised pay now sanctioned. The management of the institutions concerned should, however, continue to pay the usual schools' contribution at Rs. 10/- and Rs. 5/- per head per month respectively towards the salary of the clerical and Class IV staff in the revised scales. So long as unaided schools do not participate in the aided school scheme, those staff may continue to receive the existing Government Dearness Allowance on satisfying the conditions that exist at present.

(3) The new entrants will start with an initial salary as may be admissible in the revised scales,

The pay of the existing staff in the revised scales may be fixed in the following manner :

(i) It will be open to any member of the staff to come under the revised scales on the 1st April, 1966 or on any subsequent date if it is more advantageous to him. For the purpose of increments in the revised scales, the period of one or two years as the case may be, should be counted from the date of fixation of the pay in the revised scale.

(ii) The pay in the revised scales shall be fixed on the 1st April, 1966 or on the date of option, at the stage which is immediately above the pay (pay plus Dearness Allowance for clerical staff) of the incumbent on the 31st March, 1966 or the date immediately preceding the date of option, as the case may be.

(iii) Where the existing pay on the 31st March, 1966 plus Dearness Allowance is less than the initial of the revised scale, the incumbent (clerk) will draw the initial of the revised scale.

(iv) Provident Fund contribution should be made according to the pay in the revised scale until further orders.

(4) The Director of Public Instruction, West Bengal, is authorised to proceed with the implementation of the Revised Salary Scheme as now approved.

(5) The charge involved in the payment of grants-in-aid for the increase in salary in the revised scales and Provident Fund contribution will be regarded as development expenditure during the Fourth Plan period and will be debited to the head "West Bengal Development Schemes-Fourth Five Year Plan-Secondary Education-Improvement of the condition of service of staff in secondary schools" in the 28 Education Budget, which may be augmented by re-appropriation or otherwise in due course.

(6) The Accountant General, West Bengal has been informed.

(7) This order issues with the concurrence of the Finance Department of this Government Vide their U. O. No. A VII/1676, dated the 6th August, 1966.

Sd/- J. C. Talapatra,  
Deputy Secretary.

## GOVERNMENT OF WEST BENGAL

EDUCATION DEPARTMENT—SECONDARY BRANCH

No. 1332-Edn (S),/5P-23/66.

Dated Calcutta, the 24th December, 1966.

From : Shri J. C. Talapatra,  
Deputy Secretary to the Govt. of West Bengal

To : The Director of Public Instruction, West Bengal.

Sub : Improvement of the conditions of services of teachers  
of recognised non-Government secondary schools.

1. The undersigned is directed to say that the question of improvement of service conditions of teachers of aided secondary schools has been under the consideration of Government for some time. The Governor is now pleased to sanction the revised scales of pay as detailed in the Annexure for all approved whole-time teachers of recognised non-Government Secondary Schools including Senior Basic Schools and Madrasahs which have come or may come under the Grants-in-aid Scheme. The revised scales of pay are effective from the 1st April, 1966.
2. The term "approved" occurring in para I above should be construed to mean "approved by the Director of Public Instruction, West Bengal."
3. The management of the institution concerned should continue to pay the school's contribution at the rate of Rs. 10/- per head per month towards the salary of the teachers in the revised scales. So long as unaided schools do not participate in the aided school scheme, the teachers therein will continue to receive hitherto fore Dearness Allowance at the existing rates on satisfying the conditions that exist at present.

4. Subject to the fulfilment of the conditions regarding selection, etc., new entrants will start with an initial salary as may be admissible in the revised scales.

5. The pay of the existing teachers in the revised scales may be fixed in the following manner :—

- (i) It will be open to any member of the staff to come under the revised scales on any date subsequent to the 1st April, 1966 if it is more advantageous to him. For the purpose of increments in the revised scales, the period of one year should be counted from the date of fixation of the pay in the revised scale.
- (ii) The pay in the revised scales should be fixed on 1st April, 1966 or on the date of option, at the stage which is immediately above the pay of the incumbent on the 31st March, 1966 or the date immediately preceding the date of option, as the case may be.
- (iii) Provident Fund contribution should be made according to the pay in the revised scales by the Managers to be re-imbursed to the Schools through grants-in-aid until further orders.

Pay for the purpose of reckoning subscription is basic pay and includes the special pay of the Headmasters/Headmistresses.

6. Option should be exercised in the enclosed form. Option once exercised should be treated as final. If the option is not exercised within one year from the date of issue of this order, the pay of the teacher concerned should be fixed in the revised scale applicable to him with effect from 1st April, 1966.

7. All whole-time staff will be entitled to Dearness Allowance at the rates as admissible in terms of Govt. Order

NO. 3156-Edn (D), dated the 14th May, 1965 and Govt. Order No. 845-Edn (T), dated the 15th July, 1966.

8. The Director of Public Instruction, West Bengal is now authorised to proceed with the implementation of the Revised Salary Scheme as now approved.

9. The extra cost involved for the payment of grant-in-aid for the increase in salary in the revised scales and Provident Fund Contribution will be regarded as development expenditure during the Fourth Five-Year Plan period and will be debited to the head "W. Development Schemes—Fourth Five-Year Plan—Secondary Education—Improvement of the conditions of service of staff in secondary schools" in the 28-Education Budget, which may be augmented by re-appropriation or otherwise in due course.

10. The Accountant General, West Bengal, has been informed.

11. This order issues with the concurrence of the Finance Department of this Government vide their U. O. No. A. VII/1676 dated the 6th August, 1966.

Sd/ J. C. Talapatra  
*Deputy Secretary, Education Department,  
Government of West Bengal.*

## ANNEXURE

Existing scale of pay as on 31.3.66.	Revised scales of pay prescribed with effect from 1.4.66.
---	---

Rs.

Rs.

### CLASS X/CLASS XI HIGH SCHOOLS/CLASS X/CLASS XI HIGH MADRASAHs

#### *A. Headmasters and Headmistresses*

##### I. Existing—

<p>Trained Graduates with Honours degree or with Second Class Master's degree plus five years' teaching experience in recognised secondary schools. For future recruitment—</p> <p>Trained graduates with Honours degree or with Master's degree who have secured not less than 40% marks at M.A./M.Sc. Examination plus five years' teaching experience in recognised Secondary Schools. Graduates with Special Honours shall not be treated as Honours Graduates for this purpose.</p>	<p>350-10-450-15-525 with following special pay for Class XI Schools, (a) With one course Rs. 25 p.m. (b) With two courses—Rs. 50 p.m. (c) With more than two courses —Rs. 75 p.m.</p>	<p>350-25-400-30-640-40-800 with following special pay for Class-XI schools. (a) With one course —Rs 25 p.m. (b) With two courses — Rs. 50 p.m. (c) With more than two courses —Rs. 75 p.m.</p>
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**Note :—**(1) Existing trained M.A./M.Sc. ( Class III ) acting as Headmasters/Headmistresses from a date prior to 1.3.57 plus five years' teaching experience in recognised Secondary Schools or Madrasahs are entitled to the revised scale of pay.

(2) Trained M.A/M.Sc. (Class III) with teaching experience of five years and who have been working satisfactorily as Asstt. Headmasters for at least five years prior to 1.3.61 in recognised aided High Schools or as Headmasters on a temporary basis from a date prior to the 1.3.61 in recognised aided High Schools may be appointed as Headmasters on a substantive basis and placed in the revised scale of pay.

(3) Under-qualified Headmasters and Headmistresses viz., B.A., B.T. or B.Sc., B.T. or B. Com., B.T. as existing in recognised aided High Schools on the 31.3.62 and approved on a temporary basis on the initial of the old scale may also draw the initial of the revised scale.

(4) No underqualified persons should be appointed Headmasters/Headmistresses except as a purely temporary measure. If it is necessary to continue the services of such Headmasters/Headmistresses beyond six months in the interest of the school, fresh approval, for their retention beyond six months should be obtained from the Director of Public Instruction, West Bengal. Such a Headmaster/Headmistress may be allowed a working allowance not exceeding 20% of his/her basic pay in his/her grade according to qualifications. In addition, he/she will be entitled to draw the special pay of the Headmaster/Headmistress as is admissible according to the number of streams.

*B. Asstt. Headmasters and Asstt. Headmistresses*

- (i) Trained Graduates with Honours degree or with Master's degree. Asstt. Teachers' revised scale of pay according to qualifications plus Asstt. Master's degree
- (ii) Teachers as are entrusted with the additional responsibility as Asstt. Headmasters of the added Secondary Schools/Madrasahs Headmaster's allowance as follows:—
- (a) Class X High Schools—Rs. 35 p.m. recognised Secondary Schools—
- (b) Class XI High Schools — With 250-20-350-25-475 plus special allowance as follows:—
- one course—Rs. 40 p.m. For Class X
- With two or more Schools—Rs. 35
- courses — Rs. 50 p.m. For Class XI
- p.m. Schools—
- (a) With one course—Rs. 40 p.m.
- (b) With more than one course—Rs. 50 p.m.

**Note :—**(1) No Assistant Headmaster/Assistant Headmistress should be appointed in a Higher Secondary school or a High School unless the roll strength exceeds 400 or 300 respectively. The existing Assistant Headmaster/Assistant Headmistress may, however, continue to draw the allowance till they vacate their posts either by retirement, resignation etc.

(2) Underqualified Assistant Headmasters/Assistant Headmistresses will not be entitled to the revised scale of pay. They will continue to draw their pay according to qualifications as Assistant Teachers and the prescribed allowance for the post.

Existing scale of pay as on 31.3.66.	Revised scale of pay prescribed with effect from 1.4.66
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Rs.

Rs.

*B. Headmasters and Headmistresses :***Junior High Schools/Junior Madrasahs**

Trained Graduates with three years' teaching experience	160-7-223-8-295 plus special pay of Rs. 25 per month	167-7-237-8-317 plus special pay of Rs. 25 per month.
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**Senior Basic Schools**

M.A. or M.Sc. or B.A. (Hons.) or B.Sc. (Hons.) with P.G.B.T. or with B.T. degree,	210-10-450(teachers with Second Class Master's degree will start with two ad- vance increments)	220-10-320-15-470 Trained graduates with Second Class M.A. or M.Sc. degree will start at the 3rd stage, i.e., at Rs. 240/-
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*C. Asstt. Teachers :***Class X High Schools/Class XI High Schools/Class X and  
Class XI High Madrasahs.**

(a) Trained gradu- ates with Honours degree or with Master's degree and Teachers with B. Agr. degree in Class XI Schools with Agriculture stream.	210-10-450 Trained Teachers with Second Class Master's degree will start with two advance in- crements.	220-10-320-15-470 Untrained Teach- er will remain at the initial stage of the scale.
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(b) Untrained gra- duates with Hono- urs degree or with Master's degree.	Rs.210 (fixed until trained). Teachers with se- cond class Mas- ter's degree would start at 230/-(fixed until trained),	Trained and un- trained graduates with Second Class Master's degree will start at the 3rd stage i.e., at Rs. 240/- and if untrained will not have any incre- ment beyond Rs. 240/-.
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**Junior High and Senior Basic Schools/Junior Madrasahs/  
Class X High Schools/Class XI High Schools and Class X and  
Class XI High Madrasahs.**

	Existing scale of pay as on 31.3.66.	Revised scale of pay prescribed with effect from 1.4.66
	Rs.	Rs.
(c) Trained graduates/Classical teachers with two Govt. Sanskrit titles or with M.M. on completion of ten years' teaching experience / Music teachers with B. Mus. degree awarded by Universities or with equivalent degree or diploma of recognised institutions/Art teachers with diploma from Govt. College of Art & Craft or from Kalabhawan (Visva Bharati) or equivalent diploma from a recognised institution.	160-7-223-8-295.	167-7-237-8-317. Untrained pass graduates will remain at the initial stage of the scale i.e., Rs. 167/-.  Trained and untrained Pass graduates with distinction will start at the third stage i.e., at Rs. 181/- and if untrained will not have increment beyond Rs. 181/-.
Untrained graduates	Rs. 160/- (fixed until trained).	

(d) *Under-graduate Teachers :*

Existing scale of pay as on 31.3.66	Revised scale of pay prescribed with effect from 1.4.66.
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	Rs.	Rs.
(i) I.A./I.Sc.(trained).	115-3-133-4-185	120-5-230
(ii) Untrained under graduates (I.A./I.Sc.)	115 ( fixed until trained ).	Untrained under- graduates will re- main at the initial stage of the scale i.e., Rs. 120/-.
(iii) Music teachers with I.Mus. certifi- cate awarded by Universities or with equivalent certifi- cate or diploma awarded by recog- nised institutions/ Craft teachers with School - l e a v i n g Certificates or re- cognised equivalent qualifications with two years' Craft Training Certi- ficates.	115-3-133-4-185	120-5-230
(iv) V.M. teachers/ Classical teachers—	115-3-133-4-185	120-5-230
(a) Matriculate with Kavyatirtha or Kavyatirtha with five years' teach- ing experience, or		
(b) a teacher having two Govt. Sans- krit titles with less than 10 yea- rs' teaching ex- perience, or		
(c) a teacher who has passed the final Madrasah or its equivalent.		

- N.B. :** (1) Existing teachers of aided secondary schools above 40 years of age and with ten years' teaching experience in a recognised High School on 1.4.66 will be treated as trained teachers for the purpose of the revised scales of pay.
- (2) In case of teachers who will improve their qualifications after 1.4.66, the revised scales of pay should be made applicable to them from the date following the last date of examination—both theoretical and practical.
- (3) Rural allowance as approved in Govt. Order No. 1213-Edn dated the 4.2.58 shall continue until further orders.
- (4) Teachers who passed the B.Com. Examination (old course) of the University of Calcutta prior to the introduction of B.Com. Honours Course and were appointed in aided High and Higher Secondary Schools before 1.4.66 may be treated as Honours graduates for the purpose of the revised scale of pay.

Sd/ J. C. Talapatra

*Deputy Secretary, Education Department,  
Government of West Bengal.*

[ 6 ]

GOVERNMENT OF WEST BENGAL  
EDUCATION DEPARTMENT—SECONDARY BRANCH

No. 1743—Edn (S)  
5P.23/66pt/68

Dated Calcutta,  
the 23rd August, 1968

From : Shri J. C. Talapatra,  
Deputy Secretary to the Govt. of West Bengal.

To : The Executive Secretary,  
West Bengal Headmasters' Association.

**Sub : Qualifications and scale of pay for the post of Headmaster/Headmistress in the aided High and Higher Secondary Schools.**

Sir,

I am directed to refer to your letter dated the 27th May, 1968 on the subject mentioned above, and to say that the word "Existing" under the Sub-heading "A. Headmasters and Headmistresses" under the major heading "Class X/Class XI High Schools/Class X/Class XI High Madrasahs" in the annexure to Government Order No. 1332-Edn(S) dated the 24th December, 1966 means the Headmasters and the Headmistresses who were in service in that capacity on 24th December 1966, i.e., the date of issue of the said Government Order.

Yours faithfully,  
Sd./ J. C. Talapatra  
Deputy Secretary

[ 7 ]

GOVERNMENT OF WEST BENGAL  
EDUCATION DEPARTMENT—SECONDARY BRANCH

No. 1984-Edn. (S)  
5P-16/66

Dated Calcutta, the 8. 8. 1967.

To : The Director of Public Instruction, West Bengal.

**Sub : Improvement of the conditions of service of teachers of recognised non-Government Secondary Schools.**

The undersigned is directed by order of the Governor to say that after careful consideration, the Governor is pleased to direct that for the note (1) under the head "C. Assistant Teachers" in the annexure to Government Order No. 1332-Edn (S), dated the 24th December, 1966, viz., "Existing teachers of aided Secondary Schools above 40 years of age and with ten years' teaching experience in a recognised High School on 1st April, 1966 will be treated as trained

teachers for the purpose of the revised scales of pay", the following should be substituted :—

"The following categories of existing untrained teachers of Secondary Schools will be treated as trained teachers for the purpose of the revised scales of pay applicable to them according to their basic qualifications—

- (i) untrained teachers above 40 years of age and with five years' teaching experience in a recognised secondary school on 1.4.66 ;
- (ii) untrained teachers of 40 years of age and below and with ten years' teaching experience in a recognised secondary school on 1.4.66."

2. The Accountant General, West Bengal, has been informed.

3. This order issues with the concurrence of the Finance Department of this Government vide their U.G.A VII/1458 dated 31st July, 1967.

Sd./ J.C. Talapatra  
Deputy Secretary

[ 8 ]

## GOVERNMENT OF WEST BENGAL

No. 1190-Edn. (S)      Dated Calcutta, the 14th June, 1967  
9P-28/66

From : Shri J. C. Talapatra, Dy. Secy., Govt. of W. Bengal.  
To : The Director of Public Instruction, West Bengal.

**Sub : Improvement of the conditions of service of teachers of recognised non-Government Secondary Schools.**

Ref : His letter No. 9154-GA dated the 3rd August, 1966

The undersigned is directed to say that in terms of Government Order No. 2654-Edn (D) dated the 23rd July, 1963 read with Government Order No. 1332-Edn (S) dated the 24th December, 1966, classical teachers with two

Government Sanskrit titles or with M.M. title serving in recognised non-Government Secondary Schools on completion of ten years' teaching experience are entitled to draw pay in the scale of payment for trained graduate teachers.

2. In clarification of the Government Orders referred to above, the Governor is now pleased to direct that in counting the prescribed period of experience, the period served in recognised Tols or Madrasahs by any classical teacher of a recognised Secondary School should be taken into account.

Sd/-J. C. Talapatra  
Deputy Secretary

[ 9 ]

## GOVERNMENT OF WEST BENGAL

### EDUCATION DEPARTMENT—SECONDARY BRANCH

No. 2314-Edn (S) Dated the 20th October, 1967  
From : Shri J. C. Talapatra, Dy. Secy., Govt. of W. Bengal.  
To : The Director of Public Instruction, West Bengal.

**Sub : Improvement of the conditions of service of teachers  
of recognised non-Government Secondary schools.**

Ref : His letter No. 3236, dated 9th September, 1966.

In continuation of Government Order No. 1332-Edn (S) dated the 24th December, 1966, the undersigned is directed to say that the Hindi teachers of recognised non-Government Secondary schools have been drawing a fixed pay of Rs. 135/- per month at present. The question of improvement of service conditions of the Hindi teachers has been under the consideration of Government for some time. The Governor is now pleased to sanction the following scales of pay, which will be effective from 1st April, 1966.

for all approved whole-time Hindi teachers of recognised non-Government Secondary schools which have come or may come under the Grants-in-aid Scheme—

- (1) Graduate with Diploma in Hindi teaching of the Govt. Hindi Teachers' Training College or of a recognised institution.—Rs. 167-237-8-317/-
- (2) Graduate with Kovid—Rs. 167/-[fixed until trained]
- (3) Under graduate (I.A./I.Sc.) with Diploma in Hindi teaching of the Govt. Hindi Teachers' Training College or of a recognised institution—Rs. 120-5-230/-
- (4) Under-graduate (I.A./I.Sc.) with Kovid and existing Matriculate/School Final passed candidates with Kovid.—Rs. 120/- [fixed until trained]

2. The management of the institutions concerned should continue to pay the school's contribution at the rate of Rs. 10/- per head per month towards the salary of the teachers in the scales of pay now approved. So long as unaided schools do not participate in the aided school scheme, the teachers there will continue to receive as hithertofores dearness allowance at the existing rates on satisfying the conditions that exist at present.

3. Subject to the fulfilment of the conditions regarding selection etc. new entrants will start with an initial salary as may be admissible in the prescribed scales.

4. The pay of the existing teachers in the prescribed scale of pay be fixed in the following manner—

- (i) The pay in the prescribed scales should be fixed on 1st April, 1966 at the stage which is immediately above the pay of the incumbent on the 31st March, 1966.
- (ii) Untrained under-graduate Hindi teachers may continue to draw pay at Rs. 135/- per month till they acquire the prescribed training qualifications. On successful completion of the training course they be placed in the time scale of pay.

- (iii) Provident Fund contribution should be made according to the pay in the prescribed scales by the Managers to be re-imbursed to the schools through the Grants-in-aid until further orders.

5. All whole-time teachers will be entitled to the dearness allowance at the rate as admissible in terms of Govt. Order No. 2019-Edn (S) dated 16th August, 1967 (substituted).

6. Where whole-time Hindi teachers with requisite qualifications are not available, part-time Hindi teachers or a teacher of the existing teaching staff with requisite qualifications may be employed on remuneration as stated below :

- (i) Remuneration to part-time Hindi teachers with requisite qualifications—Rs. 4/-p.m. (fixed)
- (ii) Special allowance @ Rs. 25/-p.m. to a teacher of the existing teaching staff having the requisite qualification for teaching Hindi in a secondary school for at least 8 periods per week provided there is no Hindi teacher in that school and also provided that the extra work is done in addition to his normal duties and work-load.

7. The Director of Public Instruction, West Bengal, is authorised to proceed with the implementation of the salary schemes as now approved.

8. The extra cost involved for the payment of grant-in-aid for increase in salary and Provident Fund contribution in respect of Hindi teachers appointed up to the end of the Third Plan, will be regarded as development expenditure during the Fourth Five Year Plan period and will be debited to the Head "W. B. Development Schemes—Fourth Five Year Plan—Other Schemes—Development of Hindi and other languages" and that on account of Hindi teachers appointed during the Fourth Five Year Plan period will be debited to the head "W. B. Development Schemes—Centrally Sponsored Schemes (new schemes)—Other Education

Schemes—Propagation of Hindi and Sanskrit—Promotion of Hindi—Provision of Hindi teachers in Secondary Schools” both in the 28-Education Budget, which may be augmented by re-appropriation or otherwise in due course.

9. The Accountant General, West Bengal has been informed.

Sd/ J. C. Talapatra  
Deputy Secretary.

[ 10 ]

# GOVERNMENT OF WEST BENGAL

## EDUCATION DEPARTMENT—SECONDARY BRANCH

Dated Calcutta, the 24th February. 1968

No. 559-Edn (S)  
3A-4/67

From : Shri J. C. Talapatra, Dy. Secy., Govt. of W. Bengal  
To : The Director of Public Instruction, West Bengal.

Sub : Rural allowance to trained B. Com. teachers of  
aided Secondary Schools situated in rural areas.

Ref. : His letter No. 13188.GA dt. 20. 10. 67.

The undersigned is directed to say that trained B. Com. teachers (old 2-year Course), who are entitled to draw pay in the revised scale of payment for trained Honours Graduate teachers in terms of Note (4) under the Head ‘C. Assistant teachers’ shown in the annexure to Government Order No. 1332-Edn(S) dated the 24th December, 1966 may be allowed to draw rural allowance at the rate as admissible to trained graduates with Honours degree or with Master’s degree, subject to the condition as laid down in para 6 of Government Order No. 1213-Edn, dated the 4th February, 1958.

Sd/- J. C. Talapatra  
Deputy Secretary

[ 11 ]

## GOVERNMENT OF WEST BENGAL

EDUCATION DEPARTMENT—SECONDARY BRANCH

No. 942-Edn(S) Calcutta, the 2nd April, 1968.

From : Shri J. C. Talapatra, Deputy Secretary.

To : The Director of Public Instruction, West Bengal.

Sub : Scale of pay for under-qualified Headmasters/  
Headmistresses of aided High/Higher Secondary  
Schools.

The undersigned is directed to say that in Government order No. 1332-Edn(S) dated the 24th December 1966 the under qualified Headmasters and Headmistresses viz., B. A., B. T. or B. Sc., B. T. or B. Com., B. T., as existing in recognised aided High Schools on the 31st March, 1962 and approved on a temporary basis on the initial of the old scale have been allowed to draw the initial of the revised scale of pay introduced from 1st April, 1966.

2. To guard against the appointment of under-qualified Headmasters and Headmistresses in recognised aided High Schools the Education Directorate should at the time of conversion of a Junior High School into a High or Higher Secondary School, issue instructions to the effect that the existing Headmaster/Headmistress of the Junior High School, if under-qualified, would not be permitted to continue as Headmaster/Headmistress of the upgraded School. He may, however, be retained as an Assistant teacher and a duly qualified person may be appointed as Headmaster/Headmistress of the upgraded school.

Sd/- J. C. Talapatra,  
Deputy Secretary

[ 12 ]

## GOVERNMENT OF WEST BENGAL

No. 1502-Edn. (S).  
5P-23/66/67, Dated Calcutta, the 7th July, 1967.

From : Shri J. C. Talapatra, Dy. Secy., Govt. of W. Bengal

To : The Director of Public Instruction, West Bengal.

**Sub : Improvement of the conditions of service of teachers  
of recognised non-Government Secondary Schools.**

The undersigned is directed by order of the Governor to say that the Governor is pleased to approve of the addition of the following new item in the annexure to Government Order No. 1332-Edn. (S) dated the 24th December, 1966, below item (iv) (C) under "(d)—under-graduate teachers" under the head "C—Assistant Teachers."

Existing scale of pay on 31.3.1966.	Revised scale of pay prescribed with effect from 1.4.1966.
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Rs.

Rs.

(e) Other Teachers:—

Matriculate/I.A.

with one subject. 100-3/2-112-2-120, 105-2-125

Sd/-J.C. Talapatra,

*Deputy Secretary*

## GOVERNMENT OF WEST BENGAL

No : 1140-Edn. (S)  
5P—23/66 Dated Calcutta, the 30th April, 1968.

From : Sri J. C. Talapatra, Dy. Secy., Govt. of W. Bengal

To : The Director of Public Instruction, West Bengal.

Sub : **Improvement of the conditions of service of teachers of recognised non-government Secondary schools.**

Ref : Govt. Order No. 1332-Edn. (S) dt. the 24-12-1966

The undersigned is directed by order of the Governor, to say that the Governor is pleased to direct that the special allowance admissible to the Asstt. Headmasters/Asstt. Headmistresses of aided High/Higher Secondary Schools should be treated as special pay. This special pay may also be taken into account for the purpose of calculating contribution towards the Contributory Provident Fund.

2. This order is effective from 1st April, 1968.

3. The Governor is also pleased to direct that under the head "B. Asstt. Headmasters and Asstt. Headmistresses" under the major head "Class X/XI High Schools/Class X/XI High Madrasahs" in the annexure to the Govt. Order under reference for the Note (I) viz. "No Asstt. Headmaster/Asstt. Headmistress should be appointed in a Higher Secondary School or High School unless the roll strength exceeds 400 or 300 respectively. The existing Asstt. Headmaster/Asstt. Headmistress may however continue to draw the allowance till they vacate their posts either by retirement, resignation, etc." the following should be substituted :—

"No Asstt. Headmaster/Asstt. Headmistress should be appointed in a Higher Secondary School or High School unless the roll strength exceeds 400 or 300 respectively. The existing Asstt. Headmasters/Asstt. Headmistresses who were in service on 31st. March, 1967 may continue to draw the special allowance now treated as special pay till they vacate their posts either by retirement, resignation, etc."

4. The Accountant General, West Bengal has been informed.

5. This order issues with the concurrence of the Finance Department of this Government vide their U/O Note No, AVII/464 dated the 18th April, 1968.

Sd/- J. C. Talapatra,  
Dy. Secretary

[ 14 ]

## GOVERNMENT OF WEST BENGAL

Memo No. 12475 (24) GA

Dated Calcutta, the 7th December, 1968.

From : The Director of Public Instruction, West Bengal.

To : The District Inspectress of Schools, Howrah and Hooghly South.

**Sub : Special pay of Headmistress of aided Higher Secondary/Multipurpose Schools.**

It has come to notice that the Heads of such institutions as have been allowed to be raised to Higher Secondary/Multipurpose standard without any financial commitment on the part of Govt. claim through grant-in-aid application for the Normal Section, special pay according to the number of streams in the upgraded section for the additional responsibility which they might have to shoulder because of the upgradation of the schools. The undersigned has therefore to point out that in the case of schools which have been

allowed to be so upgraded subject to the condition that Government will not be required to bear any additional financial liability, the special pay of the Headmistress will not be payable by this Directorate out of the Grant-in-aid in respect of stream or streams sanctioned without Government grant. It will be for the authorities of the schools concerned to meet the additional liability out of their own resources. This may be intimated to the authorities of all the Higher Secondary/Multipurpose Schools under her jurisdiction.

Sd/- K. R. Banerjee,  
for Director of Public Instruction, West Bengal.

[ 15 ]

## BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. GA/RS/34

Dated, Calcutta, the 25th April, 1962

To the Heads of all Aided Class X and Class XI Schools

**Sub : Improvement of conditions of service of recognised Non-Government Secondary Schools.**

Ref : Board's Circulars No. GA/NS/29 dated 26.8.58, No. GA/NS/29/1 dated 10. 12. 58, No. GA/NS/29 2 dated 8. 4. 60 and Government Order No. 854—Edn. (D), dated 3rd March, 1962.

I am directed to say that the conditions of service of the teachers of recognised Non-Government Secondary Schools in the State of West Bengal have been further improved under the Government Order referred to above. The following scales of pay have been prescribed for approved whole-time teachers in aided secondary schools with effect from the 1st April, 1961 :

**A. Headmasters and Headmistresses**

Revised scale of pay prescribed with effect from 1. 4. 61. with D. A. merged in the scale.

**Class X High Schools**

Trained Graduates with Hons. degree or with Second Class Master's degree plus five years' teaching experience in recognised Secondary Schools.

Rs. 350—10—450—15—525/-

**Class XI High Schools**

Rs. 350—10—450—15—525/-

with following special pay—

(a) with one course—Rs. 25/- p. m.

(b) with two courses—Rs. 50/- p.m.

(c) with more than two courses—Rs. 75/- p.m.

Trained M.A./M.Sc. (Class III) with teaching experience of five years and who have been working satisfactorily as Assistant Headmasters for at least five years prior to 1st March, 1961 in recognised aided High Schools or as Headmasters on a temporary basis from a date prior to the 1st March, 1961 in recognised aided High Schools may be appointed as Headmasters on a substantive basis and placed in the revised scale of pay (Vide Government Order No. 1786—Edn. [D] dated 29.4.61).

**Class X and Class XI High Schools****B. Assistant Headmasters and Assistant Headmistresses**

Assistant teachers' revised scale of pay according to qualifications plus Assistant Headmaster's allowance as follows :

(i) Trained Graduates with Hons. degree or with Master' degree

(a) Class X High School Rs.35/- p.m.

(b) Class XI High School with one course Rs. 40/- p.m.

- (ii) Teachers as are entrusted with the additional responsibility as Asstt. Headmaster of the aided Secondary School (Vide Government Order No. 7044-Edn. [D] dated the 3/4. 7. 59. )
- (c) with two or more courses  
Rs. 50/- p.m.

### C. Assistant Teachers Graduates

### Revised scales of pay

- (a) Trained Graduates with Hons. degree or with B. com. (1st class) or with a Master's degree or B. Sc. (Agri).  
...Rs. 210—10—450/-  
Trained teachers with Second Class Master's degree will start with two advance increments.
- (b) Untrained Graduates with Hons. degree or with B. Com. (1st Class) or with a Master's degree.  
...Rs. 210/- (fixed until trained). Teachers with Second Class Master's degree will start at Rs. 230/- (fixed until trained).
- (c) Trained Graduates in Arts or Science, Existing Classical teachers with two Government Sanskrit titles and with 10 years' teaching experience on 31.12.57.  
...Rs. 160—7—223—8—295/-  
Graduates with distinction will start with two advance increments.
- (d) Untrained Graduates in Arts or Science.  
...Rs. 160/- (fixed until trained)  
Graduates with distinction will start at Rs. 174/- (fixed until trained).

**Under-graduates**

- (e) (i) I.A./I.Sc. (Trained) ...Rs. 115—3—133—4—185  
 (ii) Untrained under-graduates (I.A./I.Sc.) ...Rs 115/-(fixed until trained)  
 (iii) Crafts-teachers (Matriculates and trained in recognised institutions). ...Rs 115—3—133—4—185/-  
 (iv) Classical teachers—  
 Matriculate with ...Rs 115—3—133—4—185/-  
 Kavyatirtha or Kavyatirtha with five years' teaching experience : or,  
 a teacher having two Government Sanskrit titles ; or,  
 a teacher who has passed the Final Madrasah or its equivalent.  
 (v) Other teachers— ...100—3/2—112—2—120/-  
 Matriculate (I. A. with one subject) or Existing Matric V. M. with two years' training.  
 (f) Existing untrained graduate and undergraduate teachers in aided Class X and Class XI schools, whose pay was fixed by the Board in the scales prescribed for the trained graduate and trained undergraduate teachers with effect from 1-3-57 or from a subsequent date of appointment will be placed in the revised scales of pay prescribed for the trained graduate and under-graduate teacher as the case may be.

D. As the existing dearness allowance, i.e. School dearness allowance plus Government dearness allowance, has been merged in the revised scales of pay of the Headmasters and teachers as stated at 'A' and 'C', no further payment on account of school dearness allowance and Government dearness allowance will be made to the schools. The management of the Institutions should, however, continue to pay the school's share of contribution at Rs. 10/- per month per teacher towards the salary of the teachers in the revised scale with effect from the 1st April, 1961.

E. Pay of the existing teachers in aided Class X and Class XI schools (excluding the teachers of the Class XI schools whose pay etc., are paid by the D.P.I., West Bengal) will be fixed by the Board with effect from 1.4.61 in the following manner :—

- (i) The amount of Government Dearness Allowance and School Dearness Allowance will first be added to his/her pay in the scales as on 31st March, 1961.
- (ii) His/Her pay in the revised scale from 1st April, 1961, will then be fixed at a stage next higher to his/her emolument on 31st March, 1961.
- (iii) Where the existing pay on 31st March 1961 plus the Dearness Allowance (Government and School Dearness Allowance) is less than the initial of the revised scale, the teacher will draw the initial of the revised scale.
- (iv) Provident Fund contribution will be made according to the pay in the revised scales.
- (v) The management of the aided Class X and Class XI schools have already received Government Dearness Allowance @ Rs. 17.50 nP. per teacher per month. The amount so drawn will be recovered from the amount of special grant payable to the school on account of difference of pay of the teachers due to fixation of pay in the revised scales with effect from 1-4-61.

F. Trained graduate teachers in aided high school in rural areas who are absorbed in the new scales will be eligible for a special allowance of Rs 15/- per month and trained Honours Graduates or teachers with higher qualifications will be eligible for a special allowance @ Rs. 25/- per month provided they reside in the area in which the school is situated irrespective of whether they reside in their own house or in rented houses. Teachers enjoying rent-free quarters or residing in relative's house or residing as a paying guest with another person will not be entitled to the special allowance. Such trained teachers residing in hostels and paying seat rent will draw the special allowance, equivalent to the seat rent paid by them or the admissible allowance, whichever is less.

G. Untrained graduate and undergraduated teachers who have not yet been selected by the Direct Selection Boards will not be eligible for the revised pay of Rs. 160/- (fixed) or Rs. 115/- (fixed) as the case may be. Their cases will, however, be taken up for consideration after they have been selected by the District Selection Boards.

H. For fixation of pay of teachers in the revised scales particulars as in the enclosed application form may please be furnished together with attested copies of Matriculation and other University Certificates of the teachers.

Particulars in respect of Headmaster/teacher whose pay has been fixed by the Board in the new scales of pay as Headmaster/teacher of the school where he is now attached, need not be furnished.

I. A supplementary grant to the school along with a memo showing the difference of pay on account of fixation of pay of the teachers in the revised scales of pay will be issued by the Board—after adjustment of the grant-in aid already paid for the year 1961-62.

Sd/- S. C. Datta,  
Finance Officer

[ 16 ]

**GOVERNMENT OF WEST BENGAL**

EDUCATION DEPARTMENT, DEVELOPMENT BRANCH

No. 2866-Edn(D)  
9P—53/62 pt.

Dated Calcutta, the 18th July, 1962.

From : Sri H. B. Ghosh, Deputy Secretary

To : The Director of Public Instruction, West Bengal

**Sub : Improvement of the condition of service of teachers of recognised non-Government Secondary Schools and Madrasahs.**

Reference :—His letter No. 2394 dated the 26th June, 1962.

The undersigned is directed by order of the Governor to say that the Governor is pleased to approve the following modifications in the first column of the Annexure to Government Order No. 854—Edn(D) dated the 3rd March, 1962 :

1. Under head "A. Headmasters and Headmistresses", the following additional paragraph be inserted below the Note—

"Under-qualified Headmasters and Headmistresses viz. B.A. B.T., or B. Sc., B.T., or B. Com., B.T. as existing in the recognised aided high schools on the 31st March, 1961 approved on a temporary basis on the initial of the old scale may also draw the initial of the revised scale."

2. Under the head "C. Assistant teachers"—

(I) The following Note be inserted below items (a) & (b).

"In the case of existing trained and untrained graduates with a B. Com. degree, first class will not be insisted on."

(II) The fullstop after the bracket in serial (iii) under item. "(e) Under-graduate teachers" be deleted and the following words added "and V. M. trained teachers".

(III) The following words in serial "(v) Other teachers" be deleted—

"Or existing Matriculate V. M. with two years training".

2. The Governor has been further pleased to approve the appointment of untrained graduates or under-graduates in recognised aided schools for a period of six months only provisionally on the initial of the respective scales. If approved by the Selection Committee they will continue on the initial of the scales until trained when they will be eligible for increments. The service of such teachers not selected by the Selection Committee for improved pay scales will be dispensed with by the Managing Committee.

3. The Accountant General, West Bengal has been informed.

Sd/ H. B. Ghosh  
Deputy Secretary

[ 17 ]

# OFFICE OF THE DISTRICT INSPECTRESS OF SCHOOLS HOWRAH, BANKURA & MIDNAPUR

No. 1471(200) Dated, Midnapur, the 3rd Aug., 1964

From : The District Inspectress of Schools,  
Howrah, Bankura & Midnapur.

To : The Secretaries of all Secondary Schools for Girls  
in the district of Howrah, Bankura and Midnapur.

Sub : Improvement of the condition of service of non-  
teaching staff of recognised non-Government  
Secondary School and Madrasahs

The revised scales of pay as detailed in the Annexure  
for approved whole-time Librarians of Higher Secondary

Sections and for Clerk and Class IV Staff of recognised non-Government Secondary Schools and Madrasahs are effective from the 1st April, 1961.

The Management of these institution should continue to pay the usual schools' contribution at Rs. 10/- and Rs. 5/- per head per month respectively towards the salary of the clerical and Class IV staff in the revised scales. So long as unaided schools do not participate in the aided school scheme these staff may continue to receive the existing Government D. A. as satisfying the condition that exist at present.

The next entrants will start with an initial salary as may be admissible in the revised scales.

The pay of the existing staff in the revised scale may be fixed in the following manner :—

- (1) The amount of Govt. D. A. and School D.A. should first be added to his/her pay in the scale as on 31st March, 1961.
- (2) His/Her pay in the revised scale from 1st April, 1961 should be fixed at a stage next higher to his/her emoluments on 31st March, 1961.
- (3) Where the existing pay on 31st March, 1961 plus the D. A. (Govt. & School) is less than the initial of the revised scale, the incumbent will draw the initial of the revised scale.
- (4) Provident Fund Contribution should be made according to the pay in the revised scale.

Extract from the Director of Public Instruction, West Bengal's Memo No. 13051(22) Sc/S dated 4. 12. 63 together with the annexure forwarded to the schools for information and guidance.

Sd/- S. K. Mukherjee  
District Inspectress of Schools,  
Howrah, Bankura & Midnapore.

## Annexure

Staff with qualification, scale as on 31. 3. 63. including D. A.	Revised scales of pay prescribed with effect from 1.4.61 with D. A. merged
1. Librarian (for Higher Secondary Section only)	
(a) Graduate with diploma in Librarianship	200-10-400/-
(b) Less than 10,000 books Graduate with diploma in Librarianship Intermediate with approved Training certificate	160-7-223-3-295/- 115-3-133-4-135/-
2. Clerks in Secondary Schools and Madrasahs :	
Matriculates, School Final passed	75-3-138-4-150
Non-matriculates (Existing)	75-3/2-96/-

Notes : A Secondary school/madrasah may have one clerk with an enrolment not exceeding 500.

A second clerk may be provided where the enrolment exceeds 500.

3. Class IV staff	At varying rates from Rs. 35 to Rs. 60/-	45-1/2-55-1-60
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Notes : A secondary school/madrasah may have two class IV employees with an enrolment not exceeding 350. A third class IV employee may be provided where the enrolment exceeds 350.

[ 18 ]

**GOVERNMENT OF WEST BENGAL**

EDUCATION DEPARTMENT, GENERAL BRANCH

No 607—Edn (G)  
5P—10 /59

Dated Calcutta, the 16th/17th February, 1961

From : Shri S. C. Chakraborty,

Dy Secy., Govt. of West Bengal

To : The Secretary, Board of Secondary Education,

**Sub : Introduction of Grant-in-aid Scheme in un-aided  
High Schools—Protection of pay of teachers**

With reference to your letter No. F/4400, dated the 7th September, 1959 on the subject noted above I am directed, by order of the Governor, to say that the Government is pleased to agree to the protection of the pay in cases where the pay of teachers just before coming under the grant-in-aid rules was not more than what they would have drawn, had they been under the scales approved in Government Notification No. 5396-Edn. dated 13-5-58 read with No. 11519-Edn. dated 4-10-58 for the entire period of service as teachers in recognised Schools.

The Board should ensure that the Schools had been actually paying the amounts of pay as shown against the respective teachers for not less than twelve months preceding to coming under the grant-in-aid rules.

In cases the pay drawn by teachers just before coming under the grant-in-aid rules is higher than the pay they would have drawn had they been under the Government approved scales from beginning of their service, the excess should be paid by the schools out of miscellaneous income outside the scope of the grant-in-aid rules as in the case of the School's share of dearness allowance.

Additional funds necessary in this behalf will be placed with the Board on receipt of a proposal from the Board.

Sd/- S. C. Chakravarty  
Deputy Secretary

[ 19 ]

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. GA/NS/29/3

Dated, Calcutta, the 25th February, 1961

To : The Heads of high schools, West Bengal

**Sub :** Introduction of Grant-in-aid Scheme in unaided high schools—Protection of pay of teachers due to Government Order No. 607-Edn.(G) 5P-109/59, dated the 17th February, 1961.

In continuation of the Board's Circulars No. GA/NS/29 dated 26. 8. 58, No. GA/NS/29/1 dated 10. 12. 58 and No. GA/NS/29/2 dated 8. 4. 60, the undersigned is directed to state that in connection with the fixation of pay of teachers of high schools brought under the Grant-in-aid Scheme for the first time with effect from 1. 3. 57 or thereafter it has been decided to implement the Scheme of "Protection of Pay" in cases where the pay of teachers just before coming under the Grant-in-aid Rules was not more than that they would have drawn had they been under the scales approved in Government Notification No. 5396-Edn., dated the 13th May, 1958, read with No. 11519-Edn., dated the 4th October, 1958 for the entire period of service as teachers in recognised schools, provided that such rate of pay had been effective for not less than twelve months preceding.

The schools are, therefore, requested to furnish Audit Report (certified by Chartered Accountants) showing the pay of teachers on a date at least twelve months preceding the date on which the school is brought under the Grant-in-aid Scheme. For example, an unaided school applying for grant-in-aid for the first time from 1. 3. 57 will have to submit such Audit Reports showing the rates of pay of teachers as on 28th February, 1956,

In cases where the pay drawn by teachers just before coming under Grant-in-aid Rules is higher than the pay they would have drawn had they been under the Government approved scales from the beginning of their service, the excess should be paid by the schools just as they pay the school's share of dearness allowance out of miscellaneous income outside the scope of grant-in-aid rules.

For the purpose of fixation of pay of teachers in the light of the Government Order No. 607 Edn., dated the 17th February, 1961, particulars as in the enclosed forms may please be furnished in triplicate to the Board with the least possible delay. The aforesaid rules regarding protection of pay of teachers will apply to teachers coming under the Grant in-aid Scheme for the first time on 1. 3. 57 or thereafter, and not to teachers who were serving in aided High schools on 28th February, 1957.

Sd/ A. K. Chaudhuri  
for Finance Officer

**Sub : Introduction of Grant-in-aid Scheme in un-aided high schools from 1.3.57 or thereafter—Protection of pay of teachers due to Circular No. GA/NS/29/3 Dated 25.2.61.**

Name of School \_\_\_\_\_

District \_\_\_\_\_

Sl No.	Name of teachers	Qualifications	Pay on a date 29.2.56/57/58/59/60 as the case may be i.e 12 months preceding to coming under the grant-in-aid rules	Total teaching experience in recognised high schools	Pay on 1.3.57/1.3.58/1.3.59/1.3.60 or on subsequent years	Scale of pay
	I	II	III*	IV	V	VI
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

Headmaster

Secretary

Seal of the School—

Dated—

- N. B.—(1) Columns I, II, III & IV should be filled by the school.  
 (2) This form should be furnished in triplicate to the Board.  
 (3) If the space provided in the form be found insufficient additional sheets may be used.

- \* (4) "PAY" means basic pay allowed by the school.
- (5) A copy of the audit report showing rate of pay of teachers as on 29.2.56/28.2.57/28.2.58/28.2.59/29.2.60 as the case may be (vide Column III) should be furnished along with the form.
- (6) Schools which have not yet submitted applications for fixation of pay in the prescribed form should do so without delay.

## [ 20 ]

## BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. GA/NS/29

Dated 26th August, 1958

To the Heads of All Aided High Schools, West Bengal

**Sub : Improvement of scales of pay of Secondary school teachers.**

**Ref :** Fixation of pay of teachers in terms of Government of West Bengal, Education Department's Notification No. 5396-Edn., dated 13.5.58 read with No. 1213-Edn., dated 4.2.58.

The undersigned is directed to state that the following scales of pay have been prescribed for approved teachers with the specified qualifications in aided secondary schools with effect from the 1st March, 1957 :

**A. Headmasters :**

Trained graduates with Honours Degree or with Second Class Master's Degree plus five years' teaching experience.

- (a) Class X High School  
Rs 150-15/2-240-20/2-400/-
- (b) Class XI (Academic type)  
Rs 150-15/2-240-20/2-400/-  
plus a special pay of  
Rs 25/- per month.

- (c) Class XI (Multipurpose)—  
Rs 150-15/2-240-20/2-400/-  
plus a special pay of an  
amount ranging between  
Rs 25/- and Rs 100/- per  
month according to the  
number of courses allowed  
in the School.

**B. Graduate Teachers :**

- (i) Trained graduates with ...Rs 130-5-150-10-350/-  
Honours Degree or with  
Second Class Master's  
Degree or with Class III  
Master's Degree (Trained  
teachers with Second  
Class Master's Degree  
will start with two  
advance increments).
- (ii) Trained graduates in ...Rs 100-5-215-10-225/-  
Arts or Science (B.A. &  
B. Sc. with Distinction  
will start with two  
advance increments),

**C. Under-Graduates :**

- (i) Assistant Masters—  
(a) I.A., I.Sc, (Trained) ...Rs 70-3-118-4-150/-  
(b) Matriculate with  
Kavyatirtha or Kavya-  
tirtha plus ano- ...Rs 70-3-118-4-150/-  
ther Tirtha, Final  
Madrasah or its  
equivalent.

**2. Fixation of Pay of Teachers :**

- (a) Existing teachers and headmasters (existing as on  
1. 3. 57) with requisite qualifications and training will be

given a starting pay in the respective revised scales of pay at a stage next to their present pay in the old scales.

(b) Existing teachers of aided high schools (existing as on 1. 3. 57) who belong to the following categories will have to appear before the Selection Boards to be set up for the purpose. If selected, they will be eligible for the respective revised scales of pay as shown in paragraph I :—

- (i) Graduates with pass degree and without B. T. or equivalent training qualifications, who have had less than 10 years' teaching experience in recognised high school and who were below 50 years of age on the 31st December, 1957 ;
- (ii) Teachers with Master's degree or Honours degree and without B. T. or equivalent training qualifications who had less than 5 years' teaching experience in a recognised high school and who were below 50 years of age on the 31st December, 1957 ;
- (iii) Under-graduates with I. A. or I. Sc. certificates who have had less than 10 years' teaching experience and who were below 50 years of age on the 31st December 1957.

If teachers coming under the aforesaid categories are found suitable by the Selection Boards they would be required to be trained under arrangements to be made by Government in conformity with the prescribed rules. On the successful completion of training these teachers would be eligible for the new scales of pay, and until they are trained they will draw pay in the respective new scales of pay at a stage next higher to their existing pay in the old scales ; where, however, the existing pay of the teacher is below the minimum of the new scales, he will draw the initial pay of the new scale.

(c) Existing teachers (Graduates and Under-graduates) and headmasters in aided high schools *other than* those of the categories mentioned in clause (b) (i), (ii) and (iii) are

*exempted* from appearing before Selection Boards and will be eligible for the respective revised scales for trained teachers.

(d) The suitability of existing headmasters in aided high schools who were below fifty years of age on the 31st December, 1957, for the new scales of pay will be determined in the same manner.

(e) (i) Trained Graduates, if selected by Selection Boards, will be placed in the new scale according to their qualifications and experiences.

(ii) New Graduates, if selected by Selection Boards, pending completion of their training, will draw the initial salary of the new scales and on completion of training will be placed in the grade with necessary increment that they would earn according to the length of service calculated from the date of joining.

3. Trained graduate teachers in aided high schools in *rural areas* who are absorbed in the new scales will be eligible for a special allowance of Rs 15/- per month and trained Honours Graduates or teachers with higher qualifications will be eligible for a special allowance @ Rs 25/- per month provided they reside in the area in which the school is situated irrespective of whether they reside in their own houses or in rented houses. Teachers enjoying rent-free quarters or those residing in school buildings or school hostels will not be entitled to the special allowance.

4. For fixation of pay of teachers in the new scales particulars as in the enclosed forms may please be furnished in triplicate to the Board with the least possible delay.

5. A supplementary grant to the schools along with a Memo for the year 1957-58 on account of fixation of pay of the teachers in the new scales will be issued by the Board after adjustment of the grants already paid on that account by the Director of Public Instruction, West Bengal.

S. C. Datta  
Finance Officer

[ 21 ]

## BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. GA/NS/29/1

Dated Calcutta, the 10th December, 1958

To The Heads of all Aided High Schools, West Bengal

**Sub : Improvement of scales of pay of Secondary School Teachers.**

**Ref :** Fixation of pay of teachers in terms of Government of West Bengal Education Department's Notification No. 5396-Edn., dated 13.5.58 and No. 11519-Edn., dated 4.10.58.

I am directed to refer to the Board's Circular No. GA/NS/29 dated the 26th August, 1958, on the above subject and to issue in modification of the orders contained therein, the following further orders regarding the pay of Headmasters and other teachers :—

1. For A, B and C in Para 1 of the Board's Circular dated 26.8.58. substitute the following :—

**A. Headmasters :***Qualifications*

Trained Graduates with (a) Class X High Schools Honours Degree or with Second Class Master's Degree plus five years' teaching experience.

*Scales of pay*

Rs. 200 10 370-  
15-400/- plus a  
special pay of  
Rs. 25/- per  
month.

(b) Class XI High Schools

Rs. 200-10-370-  
15-400/- with  
following spe-  
cial pays :

- (i) with one course Rs. 50/- p.m.
- (ii) with two courses Rs. 75/- p.m.
- (iii) with three courses or more  
Rs. 100/- p.m.

The existing trained M.A./M.Sc.'s (Class III) with teaching experience of five years and acting as Headmaster from a date prior to the 1st March, 1957, may be appointed as Headmaster on a substantive basis.

Future recruitment of Headmasters should be on prescribed qualifications.

### **B. Graduate Teachers :**

No change in qualifications and scales of pay as notified earlier in the Board's Circular No. GA/NS/29 dated the 26th August, 1958.

Graduate teachers having a diploma in Home (Domestic) Science from a recognised training institution may be treated as equivalent to trained graduates and placed on the scale of Rs. 100-5-215-10-225/-

Existing Classical teachers having two Government Sanskrit Titles and with 10 years' teaching experience on the 31st December, 1957, may be treated as equivalent to trained graduates and placed on the scale of pay of Rs. 100-5-215-10-225/-.

### **C. Under-Graduates :**

#### **Assistant Masters :**

- (a) I A./I.Sc. (Trained)      No change in qualifications and scale of pay.

#### **(b) Classical Teachers :**

Matriculate with Kavyatirtha,

Or,

Kavyatirtha with 5 years' teaching experience,

Or,

a teacher having two Government Sanskrit Titles,

Rs. 70-3-118-4-150/-

Or,

a teacher who has passed the Final Madrasah or its equivalent.

- (c) Matriculate with V.M. training  
 (training period not less than Rs. 70-5/2-100/-  
 two years) Or,  
 Matriculate Senior Trained.

2. Clauses (i), (ii) and (iii) under para 2 (b) of the Board's Circular No. GA/NS/29 dated 26.8.50 should be read as follows :—

“(i) Graduates with pass Degree and without B. T. or equivalent training qualifications who have had less than 10 years' teaching experience in a recognised high school, or who were below 50 years of age on 31st December 1957 ;

(ii) Teachers with Master's degree or Honours Degree and without B. T. or equivalent training qualifications who have had less than 5 years' teaching experience in a recognised high school, or who were below 50 years of age on the 31st December, 1957 ;

(iii) Under-graduates with I. A. or I. Sc. certificates who have had less than 10 years' teaching experience, or who were below 50 years of age on the 31st December, 1957.”

The words “and headmasters” occurring in clause (c) of para 2 of the Board's Circular dated 26. 8. 58 should be deleted.

The following clause should be substituted for clause (d) under para 2 of the said circular :—

“Existing approved headmasters in aided high schools who were already placed on the scales of pay prescribed for headmasters in terms of Government Order No. 552-Edn., dated 21. 1. 55 will draw pay in the new scale of pay as shown in paragraph 1 above.”.

For clause (e) (i) in para 2 of the said circular the following should be substituted :—

“Trained graduate teachers are not required to appear before Selection Boards and they will draw pay in the new scale as may be due to them.”

After clause (e)(ii) in the same para add the following :—

“Existing graduate teachers who have been selected by Selection Boards but who have not yet gone up for training, will draw pay in the new scale at a stage next higher to their existing pay in the old scale with effect from 1. 3. 57 and on completion of training they will draw increments in the new scale.

“Existing graduate teachers who have not appeared before the Selection Boards but who have gone up for training will draw with effect from the date of their joining the training institution pay in the new scale at a stage next higher to their existing pay in the old scale. On completion of training they will draw usual increments in the new scale.”

3. The following clarification of certain points about fixation of pay in the new scales has been adopted :—

- (i) Existing Assistant Headmasters in aided high schools who were in receipt of an allowance will continue to draw the same in addition to their pay in the new scale after 1. 3. 57.
- (ii) The benefit of two advance increments for M.A./M. Sc. ( Class I/II ) and B. A./B. Sc. ( Dist. ) will be allowed to the existing approved teachers.
- (iii) Areas other than municipal areas are taken to be rural areas for the purpose of allowing special allowance to trained graduate teachers.
- (iv) Amounts recoverable from schools on account of additional grants paid to them for the pay of teachers as fixed in the new scales being less than the advance grants already paid by the Director of Public Instruction will be adjusted against the grants payable to them for the year 1958-59.

4. The pay of headmasters and teachers in the new scales as has already been fixed will be reviewed where

necessary as soon as possible in the light of the revised orders and the clarification embodied in the foregoing paragraphs.

Sd/ A. K. Chaudhuri  
for Finance Officer.

[ 22 ]

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. GA/NS/29/2

Dated Calcutta, the 8th April, 1960

The Heads of All Aided High Schools, West Bengal

**Sub : Centrally Sponsored Scheme—Improvement of  
Scales of pay of Secondary School teachers**

In continuation of the Board's Circular No. GA/NS/29 dated the 26th August, 1958, and No. GA/NS/29/1 dated the 10th December, 1958, on the above subject, the undersigned is directed to state that the following further clarifications and amendments have been adopted for the purpose of fixation of pay of teachers of aided high schools in the new scales of pay with effect from 1st March, 1957 :—

(1) Untrained pass graduate and under-graduate teachers appointed in aided high schools on a date prior to 1. 3. 57, who had less than 10 years' teaching experience in recognised high schools or who were below 50 years of age on the 31st December, 1957, and who were required to appear before the Selection Boards in terms of Government Order No. 5396 Edn., dated the 13th May, 1958 will appear before the Departmental Selection Committees which have since been constituted on the district level under orders of Government. Untrained pass graduate and under-graduate teachers appointed on or after 1. 3. 57, will also appear before the said Selection Committees. The pay of the teachers selected

by the Selection Committees will be fixed in terms of Government orders as already communicated to the schools.

(2) Existing untrained M.A./M.Sc., B.A. (Hons), B.Sc. (Hons.) teachers who had less than 5 years' teaching experience or who were below 50 years of age on 31st December, 1957, as also new recruits possessing such qualifications will draw the initial pay of new scale of Rs. 130-5-150-10-350/- with effect from the dates of their appointment but not earlier than 1.3.57 pending their selection by the Departmental Selection Committees.

(3) Existing trained M.A./M.Sc. (III) teachers with teaching experience of 5 years and acting as headmasters from a date prior to 1.3.57, are eligible for appointment as headmasters on a substantive basis with effect from 1.3.57. the date from which the revised scales of pay were introduced.

(4) Teachers who may be entrusted with the additional responsibility of Assistant Headmasters of aided high schools will be eligible for the following revised rates of allowance with effect from 1.4.59 :—

- |   |                  |
|---|------------------|
| (a) Multi-purpose schools with more than one stream | .. Rs. 50/- p.m. |
| (b) Class XI schools with one stream                | ...Rs. 40/- p.m. |
| (c) Class X schools irrsespective of enrolment      | ...Rs. 35/- p.m. |

Assistant Headmasters of Class X schools who were already drawing higher rates of allowance on permanent basis will continue to do so.

(5) The special allowance admissible to trained graduate teachers and trained teachers with higher qualifications in rural areas will not be admissible to a teacher residing in a relative's house or residing as a paying guest with another person. Such trained teachers residing in hostels and paying seat rent will draw the special allowance equivalent to the

seat rent paid by them or the admissible allowance, whichever is less.

Sd/ A. K. Chaudhuri  
for Finance Officer

[ 23 ]

### GOVERNMENT OF WEST BENGAL

No. 11519-Edn.  
5P-98/58 Dated Calcutta, the 4th October, 1958

From : Sri P. N. Sengupta, M. Sc.,

Deputy Secretary, Government of West Bengal

To : The Director of Public Instruction, West Bengal

**Sub : Centrally Sponsored Schemes—Improvement of  
Scales of pay of Secondary School Teachers**

\* \* \* \*

Existing classical teachers having two Government Sanskrit Titles and with ten years' teaching experience on the 31st December, 1957 may be treated as equivalent to trained graduates.

Sd/- P. N. Sengupta  
Deputy Secretary

[ 24 ]

### GOVERNMENT OF WEST BENGAL

#### EDUCATION DIRECTORATE

No. 956 (21) Sc/S

Calcutta, the 5th February, 1959

From : The Director of Public Instruction, West Bengal

To : The District Inspector/Inspectress of Schools

**Sub : Improvement of pay-scales of trained teachers  
serving in junior High Schools**

Reference : No. 1213 Edn. dated 4.2.58 read with G.O.  
No. 5396 Edn. dated 13.5.58 and No. 11519  
Edn. dated 4/7.10.58

In terms of the above Government orders trained teachers and qualified Headmasters of Junior High Schools are

entitled to get the benefit of the revised scales of pay. The additional amount required to bring such teachers and Headmasters in the revised scale will be placed at his/her disposal at an early date. This could not be calculated before the receipt of Grant-in-aid applications with necessary particulars. Such teachers will get the benefit of the scale with effect from 1.3.57 and will be paid the difference of their present pay as shown in the Grant-in-aid applications and their pay as fixed in terms of above Government Order.

Qualified Head Masters in addition to their being placed in the new scale will also get an allowance of Rs. 25/- per month.

The schools may be informed accordingly.

Sd/ B. K. Neogy,  
for Director of Public Instruction,  
West Bengal

No. 1473 Sc/S Calcutta, the 23rd February, 1959

Copy forwarded to the Hony. Secretary, West Bengal Headmasters' Association, 18-B, Syamacharan De Street, Calcutta-12, for information.

Sd/- A. K. Sen  
for Director of Public Instruction,  
West Bengal

[ 25 ]

# BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. GA/NS/F/29/4

Dated Calcutta, the 28th December, 1960

The Heads of all aided High Schools, West Bengal

**Sub : Pay of full-time clerks of aided high schools.**

I am directed to state that in partial modification of the orders contained in Board's Circular No. GA/NS/F/29/3

dated the 18th July, 1960, the following revised scale of pay is prescribed for the existing approved non-Matric Clerks serving in aided high schools with effect from 1st April, 1959 :—

<i>Qualification</i>	<i>Revised scale of pay</i>
II. Non-Matriculates (only existing clerks in aided high schools)	Rs 55-3/2-76/-

All other conditions laid down in the Board's Circular No. GA/NS/F/29/3 dated the 18th July, 1960, remain the same.

Yours faithfully,  
Sd/- A. K. Chaudhuri  
for Finance Officer

[ 26 ]

## BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. GA/NS/F/29/3

Dated Calcutta, the 18th July, 1960

To : The Heads of all aided high schools, West Bengal

**Sub : Pay of full-time Clerks of aided high schools.**

I am directed to state that, in modification of the orders contained in the Board's Circular No. GA/F/19 dated 6.4.56 the following revised scale of pay are prescribed for clerks of aided high schools with effect from 1st April, 1959 :—

<i>Qualifications</i>	<i>Revised scale of pay</i>
(i) Matriculates, I.A.'s or I. Sc.'s	Rs 55-3-118-4-130/-
(ii) Non-Matriculates (only existing clerks in aided high schools)	Rs 55/- (fixed pay)

2. *Minimum qualification* : The clerk should be at least a Matriculate. If a clerk with a higher qualification is

appointed, he will have no claim to any higher scale of pay. The pay of a non-Matriculate clerk will not be treated as admissible expenditure for the purpose of grant-in-aid, except in the case of such clerks as were in the service of a school on 1.4.55.

3. *Pay of existing clerks* : The existing clerks will draw pay in the new scale of Rs. 55-3-118-4-133/- at a stage next higher to their pay as on 1.4.59 and will draw future increments as in the above scale.

Yours faithfully,  
Sd/- A. K. Chaudhuri  
for Finance Officer

[ 27 ]

### BOARD OF SECONDARY EDUCATION, WEST BENGAL

Dated Calcutta, the 27th February, 1962

A school may appoint a part-time teacher for teaching Hindi and pay him Rs 40/- per month if the number of weekly classes is 8 (eight) or less, and Rs 50/- per month if the number is above 8. If, however, such a teacher has the same number of classes as that of a whole-time teacher in a school, he may be appointed on a full-time basis and given the scale according to his qualification.

For teaching Hindi as a Third Language, a Kovid diploma or a diploma in Hindi Teaching, each with Matriculation or equivalent qualification, is considered as the minimum.

[ 28 ]

### BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 23/Dec/52

The 26th December, 1952

From : The Secretary

To : The Heads of all recognised High Schools in West Bengal

**Sub : Allowance to A.B.T.A. trained Physical Instructors**

In view of the dearth of properly trained Physical Instructors, persons, who have taken the Short Course Training

in Physical Education conducted by the All Bengal Teachers' Association, may be allowed to continue as Physical Instructors temporarily in recognised schools, though they cannot be regarded as properly trained Physical Instructors. At the discretion of the Managing Committee of a school such Short Course trained Physical Instructors may also be allowed to draw a monthly allowance of Rs. 15/-. This expenditure will be recorded as approved expenditure under the head "Other expenses" in calculating the amount of admissible grant-in-aid.

It is also requested that schools should depute graduate teachers for training at the Government College of Physical Education and that such trainees will be entitled to the allowance admissible to teachers deputed for B.T. training on the same conditions and that on the successful completion of their course at the College, they will be entitled to the pay and allowance admissible to trained Physical Instructors.

This circular will remain valid till the new Grant-in-Aid Regulations are promulgated.

Sd/- S. K. Sarkar  
for Secretary

## VIII

# DEPUTATION TO TRAINING COLLEGES

[ 1 ]

## GOVERNMENT OF WEST BENGAL

### EDUCATION DIRECTORATE

Memo. No. 982 Sc/G    *Dated Calcutta, the 7th March 1968.*

From : The Director of Public Instruction, West Bengal

To : The Heads of all aided Class XI/Class X/Junior High Schools recognised by the West Bengal Board of Secondary Education.

**Sub : Deputation of teachers to Training Colleges**

### ELIGIBILITY :

(1) The undersigned is directed to state that the Managing Committee of a Class XI/Class X/Junior High School, Sr. Basic School, Jr. and High Madrasa recognised by the Board may depute to the courses noted below **not more than two teachers** who are not over 45 years of age on 30th June and have rendered at least one year's continuous service against a permanent post in the school from which deputed on the 30th June of the year of deputation. Those teachers whose period of service falls short of one year referred to above are also eligible for deputation provided they worked in a recognised secondary school previously for at least 2 years and held permanent posts.

In respect of teachers deputed to Post-Graduate Basic and Senior Basic Training Courses, they must also have one year's teaching experience before the commencement of the training courses. It should be noted that no relaxation would be allowed in regard to the last requirement, i.e., requirement with regard to teaching experience.

1. B. T. Courses of different Universities within the State of West Bengal (For Graduate teachers) ;
2. B. Ed. Course of the Visva-Bharati University (For Graduate teachers) ;
3. Diploma in Physical Education Course (For Graduate teachers) ;
4. Diploma in Home Science Course in the Viharilal Mitra Institute ;
5. Post-Graduate Diploma in Home Science Course in the Viharilal Mitra Institute (For those women teachers who have obtained the Diploma in Home Science) ;
6. Certificate Course in Physical Education (For Undergraduate men and women teachers) ;
7. Post-Graduate Basic Training Course (For Graduate teachers).
8. Senior Basic Training Course (For Undergraduate teachers).

The age-limit of teachers, as mentioned above, may be relaxed in the following cases :

- (i) Science graduate ;
- (ii) Headmaster/Headmistress and teachers with Honours or Master's Degrees ;
- (iii) Where there is no teacher in the school younger in age satisfying conditions of eligibility as in Para 1 ;
- (iv) Teachers recommended by the Departmental Selection Committee.

But in no case will this age-limit exceed 50 years on the 30th June of the year of deputation.

(2) It may be noted that a teacher whose deputation was approved on a previous occasion but who had failed at the B. T. Examination shall not be eligible for further deputation.

It may also be noted that a teacher who underwent training for B. T., Basic Training, Home Science Training, etc., shall not be eligible for further training to other courses mentioned under Para 2.

The application of a teacher, whose deputation was approved on a previous occasion but who had to discontinue his studies on grounds of health or on other cogent grounds may, however, be considered on its own merit.

### **Mode of Application :**

(3) A teacher who satisfies the above conditions and has secured admission to a Training College may submit an application to the Director of Public Instruction, West Bengal, for the sanction of the deputation in the enclosed form through the Secretary to the Managing Committee of the School so as to reach the office of the Directorate within ten days of the teacher's securing admission to a Training College. It should be noted carefully that the deputation of a teacher who has not secured admission to a training College will not be considered.

The form should be accompanied with—

- (i) A copy of the resolution of the Managing Committee deputing the teacher.
- (ii) The agreement forms duly signed by the teacher and the school authorities concerned.

**N.B.**—An application to the Director of Public Instruction, West Bengal, for the sanction of deputation should not be confused with an application for admission to a Training College. A teacher desiring to undergo training should apply separately direct to the Training College where he/she seeks admission according to the rules of admission of that College. It should also be noted that the Director does not undertake the responsibility of securing a seat for any teacher.

A teacher, whose deputation was sanctioned by the Board or by the Director of Public Instruction on a previous

1. B. T. Courses of different Universities within the State of West Bengal (For Graduate teachers) ;
2. B. Ed. Course of the Visva-Bharati University (For Graduate teachers) ;
3. Diploma in Physical Education Course (For Graduate teachers) ;
4. Diploma in Home Science Course in the Viharilal Mitra Institute ;
5. Post-Graduate Diploma in Home Science Course in the Viharilal Mitra Institute (For those women teachers who have obtained the Diploma in Home Science) ;
6. Certificate Course in Physical Education (For Undergraduate men and women teachers) ;
7. Post-Graduate Basic Training Course (For Graduate teachers).
8. Senior Basic Training Course (For Undergraduate teachers).

The age-limit of teachers, as mentioned above, may be relaxed in the following cases :

- (i) Science graduate ;
- (ii) Headmaster/Headmistress and teachers with Honours or Master's Degrees ;
- (iii) Where there is no teacher in the school younger in age satisfying conditions of eligibility as in Para 1 ;
- (iv) Teachers recommended by the Departmental Selection Committee.

But in no case will this age-limit exceed 50 years on the 30th June of the year of deputation.

(2) It may be noted that a teacher whose deputation was approved on a previous occasion but who had failed at the B. T. Examination shall not be eligible for further deputation.

It may also be noted that a teacher who underwent training for B. T., Basic Training, Home Science Training, etc., shall not be eligible for further training to other courses mentioned under Para 2.

The application of a teacher, whose deputation was approved on a previous occasion but who had to discontinue his studies on grounds of health or on other cogent grounds may, however, be considered on its own merit.

### Mode of Application :

(3) A teacher who satisfies the above conditions and has secured admission to a Training College may submit an application to the Director of Public Instruction, West Bengal, for the sanction of the deputation in the enclosed form through the Secretary to the Managing Committee of the School so as to reach the office of the Directorate within ten days of the teacher's securing admission to a Training College. It should be noted carefully that the deputation of a teacher who has not secured admission to a training College will not be considered.

The form should be accompanied with—

- (i) A copy of the resolution of the Managing Committee deputing the teacher.
- (ii) The agreement forms duly signed by the teacher and the school authorities concerned.

**N.B.**—An application to the Director of Public Instruction, West Bengal, for the sanction of deputation should not be confused with an application for admission to a Training College. A teacher desiring to undergo training should apply separately direct to the Training College where he/she seeks admission according to the rules of admission of that College. It should also be noted that the Director does not undertake the responsibility of securing a seat for any teacher.

A teacher, whose deputation was sanctioned by the Board or by the Director of Public Instruction on a previous

1. B. T. Courses of different Universities within the State of West Bengal (For Graduate teachers) ;
2. B. Ed. Course of the Visva-Bharati University (For Graduate teachers) ;
3. Diploma in Physical Education Course (For Graduate teachers) ;
4. Diploma in Home Science Course in the Viharilal Mitra Institute ;
5. Post-Graduate Diploma in Home Science Course in the Viharilal Mitra Institute (For those women teachers who have obtained the Diploma in Home Science) ;
6. Certificate Course in Physical Education (For Undergraduate men and women teachers) ;
7. Post-Graduate Basic Training Course (For Graduate teachers).
8. Senior Basic Training Course (For Undergraduate teachers),

The age-limit of teachers, as mentioned above, may be relaxed in the following cases :

- (i) Science graduate ;
- (ii) Headmaster/Headmistress and teachers with Honours or Master's Degrees ;
- (iii) Where there is no teacher in the school younger in age satisfying conditions of eligibility as in Para 1 ;
- (iv) Teachers recommended by the Departmental Selection Committee.

But in no case will this age-limit exceed 50 years on the 30th June of the year of deputation.

(2) It may be noted that a teacher whose deputation was approved on a previous occasion but who had failed at the B. T. Examination shall not be eligible for further deputation.

It may also be noted that a teacher who underwent training for B. T., Basic Training, Home Science Training, etc., shall not be eligible for further training to other courses mentioned under Para 2.

The application of a teacher, whose deputation was approved on a previous occasion but who had to discontinue his studies on grounds of health or on other cogent grounds may, however, be considered on its own merit.

### **Mode of Application :**

(3) A teacher who satisfies the above conditions and has secured admission to a Training College may submit an application to the Director of Public Instruction, West Bengal, for the sanction of the deputation in the enclosed form through the Secretary to the Managing Committee of the School so as to reach the office of the Directorate within ten days of the teacher's securing admission to a Training College. It should be noted carefully that the deputation of a teacher who has not secured admission to a training College will not be considered.

The form should be accompanied with—

- (i) A copy of the resolution of the Managing Committee deputing the teacher.
- (ii) The agreement forms duly signed by the teacher and the school authorities concerned.

**N.B.**—An application to the Director of Public Instruction, West Bengal, for the sanction of deputation should not be confused with an application for admission to a Training College. A teacher desiring to undergo training should apply separately direct to the Training College where he/she seeks admission according to the rules of admission of that College. It should also be noted that the Director does not undertake the responsibility of securing a seat for any teacher.

A teacher, whose deputation was sanctioned by the Board or by the Director of Public Instruction on a previous

occasion but who was not admitted to a College, will have to apply afresh in terms of this circular for sanction of his/her deputation during the current session.

**Pay and Allowances :**

(4) The Director of Public Instruction, West Bengal will pay the deputed teacher of a school such pay as is admissible if deputation, is approved.

**Mode of payment of Pay and Allowances :**

(5) The deputed teacher's admissible pay as per Clause (4) above, will be paid by the Director of Public Instruction, West Bengal, through the Principal of a Training College where he/she is a student for disbursement.

**Provident Fund of the Deputed Teachers :**

(6) If a deputed teacher continues to pay his/her share to the Provident Fund during the period of deputation, the school should also continue paying its own contribution to the fund.

**Appointment in the Deputation Vacancy :**

(7) If the work of a deputed teacher cannot be managed by the existing teachers of the School a substitute may be allowed as a special case. The appointment of the substitute teacher should be got approved by the Education Directorate.

The substitute teacher in the deputation vacancy of a teacher on B. T. training must not be retained beyond the 15th May or the commencement of the summer vacation whichever is earlier. In the case of deputation vacancy of a teacher deputed to other courses, the substitute teacher should be released as soon as the permanent incumbent returns to his/her duty. When a deputed teacher returns to his/her duty, his/her salary is payable by the school concerned from the date next following the date up to which he/she received his/her deputation allowance from the Training College.

The teacher should join the school within a week from the date of completion of his/her examination or if a vacation intervenes, immediately on the day the school reopens. The period which the teacher may take to join the school (which should not be more than a week as stated above) as also the period of vacation that may intervene should be treated as periods spent on duty.

**Agreements to be signed in non-judicial stamped paper by the Deputed Teacher as well as by the School Authorities :**

(8) The deputed teacher on his/her own part should give a written undertaking in non-judicial stamped paper worth Rs 1.50 in each case in the prescribed form to serve the school from which he/she is deputed for a period of at least 5 (five) years from the date of his/her joining the school after completion of the training period or for 3 (three) years from the date of his/her passing the Examination, whichever is shorter. If a teacher fails to comply with the terms of the aforesaid written undertaking, the Director of Public Instruction, West Bengal, may direct the said teacher to refund the entire amount received by him/her as deputation allowance to Government.

If the Managing Committee of an aided school is not agreeable to place a trained teacher in the proper scale, the undertaking given by the deputed teacher shall not be enforceable and the Directorate may, in that case, direct the school to release the teacher concerned from the services of the school so that he/she may render his/her services in another aided school recognised by the Board.

(9) If a teacher intends to join another school before the expiry of the above stipulated period, he/she can do so only if the Managing Committee permits and the Directorate agrees. His/Her case for prior permission should be forwarded to the Directorate by the Managing Committee of the School together with a resolution of the Managing Committee that it has no objection to releasing the teacher

from the services of the school. The Managing Committee should not, however, recommend release of such a teacher to take up a post other than that of a teacher in recognised school. Each case will, however, be decided by the Directorate on its merit.

[ N.B.—No teacher should be released unless the orders of the Directorate have been secured.]

(10) A teacher who is on deputation, should be treated as on duty and his/her status must not be disturbed during the period of deputation.

S. C. ROY,

for Director of Public Instruction, West Bengal.

#### AGREEMENT FORM—I

##### Undertaking from the deputed Teacher

Whereas I,.....  
Headmaster/Headmistress/Asstt. Teacher of.....  
P.O.....Dist....., have been deputed by the School  
as per resolution No....., dated....., of the Managing  
Committee of the School for B.T./P.T./ Home Science/  
P.G.B.T. Course/ Sr. B.T. Course Training during the  
Session.....on such pay and dearness allowance as per  
admissible under the Grant-in-aid Rules along with the  
school's contribution to Provident Fund, I hereby agree and  
undertake in consideration hereof to serve the school from  
which I have been deputed for a period of at least five  
years from the date of joining the school immediately after  
completion of the said training period or for three years  
from the date of my passing the said Examination, which-  
ever is shorter, or to refund the entire amount as received  
by me as deputation allowance together with the school's

contribution to my Provident Fund during the period of my deputation for B.T./P.T./ Home Science/ P.G.B.T. Course/ Sr. B.T. Course Training during the Session .....

Attested\*

Designation and Seal  
of the School.

.....  
(Signature in full)

Date.....

Date.....

(\*By the Headmaster/Headmistress or the Secretary, if the Headmaster/Headmistress himself/herself is deputed.)

#### AGREEMENT FORM - II

**Undertaking from the Headmaster/Headmistress or Secretary on behalf of the Managing Committee of the Aided School.**

I, ....., Headmaster/Headmistress/Secretary on behalf of the Managing Committee of the.....P.O..... District....., hereby, agree that the Managing Committee of the School.....will give the above-named deputed teacher the benefit of a trained teacher's scale on his/her passing the training examination. Failure to comply with this undertaking shall not bind the teacher to serve the school for the stipulated period and the Directorate may, in that event, direct the Managing Committee of the School to release such a deputed teacher from the services of the School so that he/she may serve any other school recognised by the Board.

.....  
Signature of the Headmaster/Headmistress/  
Secretary (in full).

Date.....

## APPLICATION FORM

From \_\_\_\_\_  
 \_\_\_\_\_

Date.....

To the Director of Public Instruction, West Bengal,  
 (Through the Secretary to the Managing Committee of the  
 School)

Re : Deputation to B.T./P.T./Home Science/P.G. B.T.  
 Course/Sr. B.T. Course Training during the Session.....

Dear Sir,

I beg to apply to you for kindly sanctioning my deputation to.....College for undergoing B.T. Training/Training in Physical Education/Training in Home Science/P.G.B.T. Course/Senior Basic Training Course. Necessary papers listed below are enclosed as required by you.

I shall be much obliged if you kindly grant my deputation.

Yours faithfully,

Seal of the School.

Asstt. Teacher/Headmaster/Headmistress,  
 .....School.

Address.....

- Enclosure : (1) Form of Particulars.  
 (2) Managing Committee Resolution recommending Deputation.  
 (3) Agreement Forms Nos. I & II

FORM OF PARTICULARS

(All columns must be filled in)

Name of the School—

Index No.—

Aided or Unaided or Recipient of Lump Grant—

Teacher's name in full—

Home Address—

Date of birth (according to Matriculation or S.F. Cert.)—

Age on 30th June, 19 .....

Designation—

Date of appointment in this school on a substantive basis—

Date of confirmation—

Present pay : Rs.....in the scale of Rs.....

School D.A., if any— Allowances, if any—

Name of the College where admitted—

Academic qualifications :

Year	Class	Subject(s)	Year	Div.	Subject(s)
M.A./M.Sc.		I.A./I.Sc.			
B.A./B.Sc.		Matric			
B.Com.		Other quali- fications			

Whether enjoyed deputation allowance previously from the Directorate of Government. (If so, the name of the training course with year should be mentioned.)—

Teaching experience in previous school(s), if any (Names of the schools and period of service with dates of joining and leaving the schools)—

Total number of Instructional Staff (including Headmaster/Headmistress)—

Staff position of School :

Nos.	Nos.	Nos.
M.A., B.T.	M.Sc., B.T.	M.A.(Com.), B.T.
M.A.	M.Sc.	M.A.(Com.)
B.A., B.T.	B.Sc., B.T.	B.Com, B.T.
B.A.(Hons.)	B.A.(Distn.)	B.A.(Pass)/B.Com.
B.Sc.(Hons.)	B.Sc.(Distn.)	B.Sc.(Pass)
I.A.	I.Sc.	Tirtha(Title)
Non-Matric V.M.	Matriculate	Matric V.M.
Dip. in Phy. Edn	Dip. in Dom. Sc.	

I declare that the statements made above are correct.

(Counter-signature of Headmaster/  
Headmistress or Secretary)

Signature of teacher  
(in full)

Date \_\_\_\_\_

Seal of the School

Date.....

[ 2 1 ]

GOVERNMENT OF WEST BENGAL

No.  $\frac{926 \text{ Edn (SE)}}{2P-16/66}$  Calcutta, the 4th November, 1966.

From : Sri P. Roy, Asstt. Secretary, Govt. of W. Bengal.

To : The Director of Public Instruction, West Bengal.

The undersigned is directed to state that at present the certificate-holders of the Post-Graduate Physical Training College, Banipur are not eligible to draw pay scales prescribed for 'trained Graduates' when appointed in educational institutions even after graduation from any Indian University.

In order to remove the difficulties of the aforesaid teachers the undersigned is directed by order of the Governor to say that the Governor is pleased to permit the Principal, Post-Graduate Physical Training College, Banipur to conduct a condensed degree course of training of one month's duration during vacations for the graduate certificate-holders in Physical Education. After successful completion of the course Diplomas (Pass) will be awarded to the trainees. The course should be conducted by the existing teaching staff of the college and no additional cost is involved in the proposal.

Sd/ P. Roy  
Assistant Secretary

[ 3 ]

## GOVERNMENT OF WEST BENGAL

Memo No.  $\frac{411(50)-\text{Sc. G}}{5\text{C}-2\text{G}-64}$  the 22nd January, 1965.

From : The Director of Public Instruction, West Bengal.

Sub : Deputation of Teachers and Lecturers to the Institute of English, Calcutta, 119 Shyamaprasad Mukherjee Road, Calcutta-26.

The Institute of English, Calcutta has been established with a view to improving the standard of teaching English in the State of West Bengal. Its principal function is to offer Diploma Course in the teaching of English as a foreign language to practising teachers of English, teacher-trainees and Lecturers in English Methodology. The Institute organised two four-month courses in a year to which both men and women are admitted. The minimum qualification for entry into the Institute is a B.A. ; and a candidate should preferably be one whose principal teaching subject is English. Preference will, however, be given to those with a B.T. The upper age-limit for accepting candidates is 45 years. The selected teachers are given stipends by the authorities of the Institute. The teachers who will join the course will be treated as on deputation and the authorities concerned can appoint substitutes in their resultant posts during the period of their deputation with the approval of this Directorate. The School receiving aid will pay deputation salary to the teacher from their own funds and this will be treated as an admissible item of expenditure under the Grant-in-aid rules. Teachers of Government schools/colleges attending the course will also be treated as on deputation. The first course usually commences in the middle of February and other in the middle of September. The Heads of the Institutions, are, therefore requested to send the names of

teachers/lecturers to be deputed to the Director, Institute of English, Calcutta, at least two months before the commencement of the courses. The selected teachers may be released to join the courses of the Institute on receipt of an information from the Director, Institute of English, Calcutta to that effect.

Sd/ B. K. Neogy  
for Director of Public Instruction, West Bengal

[ 4 ]

## GOVERNMENT OF WEST BENGAL

### EDUCATION DIRECTORATE

No. 1652(24) Sc/G                      Calcutta, the 29th April, 1969.  
From : The Director of Public Instruction, West Bengal  
To : The District Inspector of Schools, Calcutta

**Sub : Holding of 9-month training course in Physics, Chemistry and Botany at the Institute of Science Education, Burdwan, West Bengal**

I have to state that the last 9-month Training courses in Physics, Chemistry and Botany were held at the Institute of Science Education, Burdwan. The object of the Scheme is to raise the standard of Science teaching in Secondary **Schools** by organising special Training Programme for teachers of Science. The scheme was also to meet, to some extent, the shortage of qualified teachers of Science to teach the elective Science courses in Higher Secondary Classes.

It is also proposed to organise three similar courses in Chemistry, Physics and Botany of 9 months' duration at the Institute of Science Education, Burdwan this year. The session is due to begin towards the 1st week of July, 1969. Pass B.Sc. teachers of Higher Secondary Schools with Science Course who offered Physics, Chemistry, Botany or Zoology in their B. Sc. course may be admitted to this training course. They will get full deputation pay during the period of training as admissible under the rules. B. Sc. teachers with distinction or those B. Sc. teachers who secured at least 50% marks in their respective subjects (Physics/Chemistry/Botany or Zoology) in which training is sought are eligible. They should not be over 35 years of age.

You are, therefore, requested to send to the Institute of Science Education, Burdwan *direct* the names of the teachers deputed by the Managing Committees of the schools concerned with necessary particulars in the proforma given below. The list should be sent to the Jt. Secretary, Institute of Science Education, West Bengal, Burdwan by the *15th June, 1969* at the latest. A copy of the letter sent to the Institute may be endorsed to the Education Directorate for record. Such teachers on successful completion of training will be awarded a Diploma by the Burdwan University and they will get pay scales as admissible to Honours Graduates of a recognised University. The list of the teachers should be arranged in order of preference.

In forwarding the name time-schedule may please be maintained strictly.

*PROFORMA*

Name and address of the school from which deputed	Name of the teacher	Age on 31st May, 1969	Total period of teaching experience on 31.5.69
1	2	3	4
Whether the teacher holds substantive appointment in a permanent vacancy or appointed against a permanent vacancy on probation	Course for which recommended (Physics, Chemistry or Botany)	<i>Academic qualification</i> Name of the Examination : S. F. or Higher Secondary, I. Sc. B. Sc. (with subject). Dvn./ Class ; Year	
5	6	7	

The percentage of marks secured in physics, Chemistry, Botany or Zoology in which training is sought.

Sd / S. C. Roy  
 For Director of Public Instruction, West Bengal

teachers/lecturers to be deputed to the Director, Institute of English, Calcutta, at least two months before the commencement of the courses. The selected teachers may be released to join the courses of the Institute on receipt of an information from the Director, Institute of English, Calcutta to that effect.

Sd/ B. K. Neogy  
for Director of Public Instruction, West Bengal

[ 4 ]

## GOVERNMENT OF WEST BENGAL

### EDUCATION DIRECTORATE

No. 1652(24) Sc/G Calcutta, the 29th April, 1969.

From : The Director of Public Instruction, West Bengal

To : The District Inspector of Schools, Calcutta

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In forwarding the name time-schedule may please be maintained strictly.

*PROFORMA*

Name and address of the school from which deputed	Name of the teacher	Age on 31st May, 1969	Total period of teaching experience on 31.5.69
---	---------------------	-----------------------	--

1

2

3

4

Whether the teacher holds substantive appointment in a permanent vacancy or appointed against a permanent vacancy on probation	Course for which recommended (Physics, Chemistry or Botany)	Academic qualification Name of the Examination : S. F. or Higher Secondary, I. Sc. B. Sc. (with subject).	Dvn./ Class ; Year
--	---	---	-----------------------

5

6

7

The percentage of marks secured in physics, Chemistry, Botany or Zoology in which training is sought.

Sd / S. C. Roy  
For Director of Public Instruction, West Bengal

## IX

### LEAVE

[ 1 ]

#### BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 46/55

Dated the 12th September, 1955

From : The Secretary

To : The Heads of all Recognised High Schools

#### Sub : Leave Rules for teachers of High Schools

It is notified for information that the following leave rules are to be followed in granting leave to teachers of High Schools recognised by the Board pending any further modifications which will be communicated, if necessary, on receipt of approval of the State Government. In case of unaided schools the Board do not take any financial responsibility regarding the leave salary.

#### Leave Rules

1. A Headmaster or a teacher shall be entitled to the following leave, namely

- (a) Leave on medical certificate, granted by a registered medical practitioner, on average pay for 15 days for each completed year's service spent on duty, subject to the maximum of 12 months for the whole service ;
- (b) leave on half average pay for 15 days for every 12 months : provided that such leave will not be allowed to accumulate for more than two months ;
- (c) maternity leave for six weeks on full pay, and six weeks on half pay, inclusive of intervening holidays, if any ; provided that the teacher is in permanent service of the school ; provided further

such leave shall not exceed a total period of one year during the entire period of her service ;

- (d) leave on full average pay, for half the period that a teacher is in charge of the school for more than fifteen days at a time during the long vacations ;
- (e) extra-ordinary leave, without pay, at the discretion of the Managing Committee, for a period not exceeding two years.

2. No leave can be claimed as a matter of right.

3. In exceptional circumstances, special leave on full or half pay, may be granted by the Managing Committee, with the previous approval of the Board for a period not exceeding eighteen months, during the whole period of a teacher's service. (Vide Clarifications, B. S. E. Circular No. 40/58 dated 26. 12. 58).

4. In addition to the above provisions, casual leave for short periods may be granted to a Headmaster or a teacher, at the discretion of the sanctioning authority ; such casual leave may not exceed fifteen days in a year, and ordinarily shall not be for more than five days at a time ;

Provided that such leave shall not be affixed or prefixed to a vacation or any other leave ;

Provided further that holidays shall be included for calculating the maximum leave allowable, if holidays be part of the casual leave.\*

Technically, an employee of the school on casual leave is not treated as absent from duty and his pay is not interrupted.

Sd/- P. Banerji  
for Secretary

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\* Vide Amendment in [ 2 ], para 2. See page no. 222.

[ 2 ]

## WEST BENGAL BOARD OF SECONDARY EDUCATION

Circular No. 15/66

Dated Calcutta, 25th July, 1966

From : The Secretary

To : The Heads of all Secondary Schools in West Bengal

**Sub : Leave Rules of teachers and other employees of Secondary Schools**

The undersigned is directed to state that in supersession of all circulars issued by the Board regarding Casual Leave to teachers of recognised Secondary Schools, the members of the teaching staff and other employees of Secondary Schools shall be entitled to Casual Leave not exceeding 15 days in a Calendar year and that the Casual Leave shall not be admissible for more than five consecutive days at a time.

2. Sundays, holidays and weekly offs preceding, following or falling within the period of Casual Leave will not be counted as part of the Casual Leave.

3. Casual Leave may be granted to a Head of an Institution or a teacher or other employees at the discretion of the sanctioning authority.

4. Casual Leave shall not be combined with any other leave.

Sd/ A. Gupta  
for Secretary

[ 3 ]

## WEST BENGAL BOARD OF SECONDARY EDUCATION

Circular No. 7/67

Dated the 26th April, 1967

From : The Secretary

To : The Heads of all Secondary Schools

**Sub : Leave Rules of teachers and clerks of Secondary Schools**

The undersigned is directed to state that Para 4 of

Board's Circular No. 15/66, dated the 25th July, 1966, has been amended as follows :

"4. Casual Leave shall not be affixed or prefixed to a vacation (Summer, Puja or Winter) or any other leave."

Sd/- Illigible  
for Secretary.

[ 4 ]

**BOARD OF SECONDARY EDUCATION, WEST BENGAL**

Circular No. 40/58      Dated Calcutta, the 26th Dec., 1958

From : The Secretary

To : The Heads of all recognised High Schools

**Sub : Leave rules for teachers of High Schools**

1. The attention of Heads of all recognised High Schools of West Bengal, is invited to clause 3 of the Leave Rules of teachers of High Schools incorporated in the Office Circular No. 46/55 dated 12. 9. 55 in which there is a provision for granting special leave on full or half pay in exceptional circumstances with the previous approval of the Board. It is, however, found that special leave is recommended by the Managing Committees of High schools in cases which came up in the ordinary course of events, viz. marriage, death or *sradhha* or ordinary illness etc., and are not considered to be arising out of exceptional circumstances.

- (a) As a clarification of the said clause, it is notified that leave under clause 3 may be granted by the Board to a teacher suffering from prolonged illness, such as tuberculosis, injury to limbs requiring plastering etc., making him bedridden for a long time, when he has exhausted all other leave due to him.
- (b) It may also be noted that study leave on full pay under clause 3 may be granted to a teacher

intending to appear at an examination for the period of the examination and a week prior to its commencement. Study leave of any other nature shall, however, not be granted to any teacher under the said clause.

2. In this connection, it may be noted that absence arising out of service as a Juror in a Law Court or for attending the Head Examiner's meeting of the Board or for having an interview with the Board, if called by the Board, should be treated as on duty.

3. Teachers who will be required to join a Seminar organised or sponsored by the All India Council, State Govt. or by the Board, will also be treated as on duty for the period of their attendance in the Seminar, and they may also be granted compensatory leave for attending the Seminar on holidays.

Sd/ S. K. Sarkar  
*for Secretary*

[ 5 ]

**BOARD OF SECONDARY EDUCATION, WEST BENGAL**

Circular No. 39/57

Dated 16th October, 1957

From : The Secretary

To : The Heads of all recognised High Schools

**Sub : Leave Rules for Clerks of High Schools**

It is notified for information that the following leave rules are to be followed in granting leave to clerks of High Schools recognised by the Board pending any further modifications which will be communicated, if necessary, on receipt of approval of the State Government. In case of unaided schools the Board do not take any financial responsibility regarding the leave salary.

## Leave Rules

1. A clerk shall be entitled to the following leave, namely :
  - (a) Leave on medical certificate, granted by a registered medical practitioner, on average pay for 15 days for each completed year's service spent on duty, subject to the maximum of 12 months for the whole service ;
  - (b) leave on half average pay for 15 days for every twelve months ;  
provided that such leave will not be allowed to accumulate for more than two months ;
  - (c) maternity leave for six weeks on half pay, inclusive of intervening holidays, if any ;  
provided that the clerk is in permanent service of the school ;  
provided further, such leave shall not exceed a total period of one year during the entire period of the service ;
  - (d) leave on full average pay, for half the period that a clerk has to attend the school for more than fifteen days at a time during the long vacations ;
  - (e) extraordinary leave, without pay, at the discretion of the Managing Committee, for a period not exceeding two years.
2. No leave can be claimed as a matter of right.
3. In exceptional circumstances, special leave on full or half pay may be granted by the Managing Committee, with the previous approval of the Board for a period not exceeding eighteen months, during the whole period of a clerk's service.
4. In addition to the provisions, casual leave for short periods may be granted to a clerk at the discretion of the sanctioning authority ; such casual leave may not exceed

fifteen days in a year, and ordinarily shall not be for more than five days at a time ;

Provided that such leave shall not be affixed or prefixed to a vacation or any other leave ;

Provided further that holidays shall be included for calculating the maximum leave allowable, if holidays be part of the casual leave.\*

Technically, an employee of the school on casual leave is not treated as absent from duty and his pay is not interrupted.

Sd/- S. K. Sarkar  
for Secretary

[ 6 ]

**BOARD OF SECONDARY EDUCATION, WEST BENGAL**

Circular No. 4/58

Dated the 10th February, 1958

From : The Secretary

To : The Heads of all recognised High Schools

Re : Special leave to teachers and clerks of Secondary Schools.

In continuation of the Board's Circulars No. 46/55 dated 12.9.55 and No. 39/57 dated 16.10.57, the undersigned is directed to state that the Headmasters/Headmistresses, teachers and clerks of High schools serving as jurors in Law Courts or attending the Examiners' Meeting of the Board will be considered as on duty, and they will be entitled to full pay during such absence.

Sd/- S. K. Sarkar  
for Secretary

\* Vide Amendment in [ 2 ] para 2. See page no. 222

[ 7 ]

## BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 33/57

The 11th September, 1957

From : The Secretary

To : The Heads of all Recognised High Schools

**Re : Granting of leave to part-time teachers of Secondary Schools**

The undersigned is directed to state that the part time teachers of Secondary Schools will not be entitled to any leave excepting Casual Leave under the Leave Rules embodied in this office Circular No. 46/55 dated the 12th September, 1955.

Sd/- S. K. Sarkar  
for Secretary

[ 8 ]

## BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 5/68

Dated 7. 7. 68

From : The Deputy Secretary,

To : The Heads of all Secondary Schools

**Re : Sanction of special leave to teachers attending All-India Educational Conferences**

The undersigned is directed to state that teachers who will participate in All India Educational Conferences that may be held under the auspices of recognised organisations of teacher, may be sanctioned 7 days' Special Leave with pay in course of a year. Such teachers will, however, have to produce to the Heads of their institution their Delegation Certificates.

Sd/ S. K. Sarkar  
Deputy Secretary

[ 9 ]

**BOARD OF SECONDARY EDUCATION, WEST BENGAL**

Circular No. 10/62

Dated the 30th May, 1962

From : The Secretary

To : The Heads of all Recognised Secondary Schools

**Sub : Leave Rules for Superannuated teachers in Secondary Schools**

It is notified for information that the following Leave Rules will henceforth govern leave of superannuated teachers of Secondary Schools recognised by the Board.

1. A superannuated Headmaster or a superannuated teacher shall be entitled to the following leave :—

- (a) Leave on half average pay for 15 days for each 12 months' service rendered after attaining the age of superannuation ;

Provided that such leave (including the unenjoyed leave on half average pay in terms of Clause 1 (b) of the Leave Rules contained in Board's Circular No. 46/55 dated 12.9.55, (if any) will not be allowed to accumulate for more than two months.

- (b) In case of actual illness certified by a Registered Medical Practitioner leave on medical certificate for a period not exceeding 15 days for each 12 months' service rendered after attaining the age of superannuation, provided, further service is expected on expiry of leave, and residue if any of the medical leave due on the date of superannuation may be taken into account, if so required to arrive at the maximum of 15 days before it becomes due ;

provided that such concession will not be allowed for more than once to a teacher for each year of extension of service.

2. Same as provided in Clause (b) above, a superannuated teacher will not be allowed any leave on medical certificate

for service rendered after superannuation, nor will he be allowed any benefit of medical leave [as per clause (1) (a) of the Leave Rules contained in Circular No. 46/55 dated 12.9.55] lying at his credit on the date of superannuation.

3. The Managing Committee of a school is competent to grant leave to a superannuated teacher according to the above rules without reference to the Board. No leave can be claimed as a matter of right.

4. In addition to the above provisions, casual leave for short periods may be granted to a Headmaster or a teacher at the discretion of the sanctioning authority : such casual leave may not exceed fifteen days in a year, and ordinarily shall not be for more than five days at a time.

Provided that such leave shall not be affixed or prefixed to a vacation or a holiday or any other leave ;

Provided further that holidays shall be included for calculating the maximum leave allowable, if holidays part of the casual leave.\*

Technically an employee of the school on casual leave is not treated as absence from duty and his pay is not interrupted.

Sd/ S. K. Sarkar  
for Secretary

[ 10 ]

( i )

### WEST BENGAL HEADMASTERS ASSOCIATION

Ref. No. 1724/64

August 22, 1964.

To : The Secretary,

West Bengal Board of Secondary Education

**Sub : Clarification of Leave Rules for Teachers and Clerks**

With reference to Circulars No. 46/55 dated 12.9.55 and

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\*Vide Amendment in [2] para 2. See page no. 222.

No. 39/57 dated 16.10.57 regarding the above mentioned subject, I invite your attention to the paragraphs I (b) of the said circulars where it is stated, "leave on half average pay for 15 days for every 12 months ; provided that such leave will not be allowed to accumulate for more than two months." As it is not clearly understood what kind of leave this would be, may I request you to let us know if this would be taken as Earned Leave ? A clarification of the said rule may be sent also to all schools so as to remove its misinterpretation.

Sd/-B. Bhattacharya,  
Hony Secretary,  
W.B.H.A.

( ii )

WEST BENGAL BOARD OF SECONDARY EDUCATION

No. 21335/G  
G/Misc/654(11)

Dated 4.11.64

From : The Secretary,  
West Bengal Board of Secondary Education.

To : The Hony Secretary,  
West Bengal Headmasters' Association.

Sub : Clarification of 'Leave Rules' for teachers and clerks

Ref : Your letter No. 1723/64 dated 22.8.64.

I am directed to state that Leave under the clause as referred to in your above letter is treated as 'Earned Leave' on half average pay.

Sd/- A. Gupta  
for Secretary.

## X

# PROVIDENT FUND AND PENSION

[ 1 ]

## CALCUTTA UNIVERSITY

### Revised model Rules for the Management of Provident Funds in Schools

1. *Name*—The Fund shall be called...School Provident Fund.
2. *Rate of the Contribution*—All member of the school holding permanent appointments (teacher, clerk, librarian) shall subscribe monthly to the Provident Fund at the rate of not less than half an anna in the rupee on his salary, the exact rate to be determined by the Managing Committee of the school. The managing Committee may at their discretion include any other employee of the school including servants in the Provident Fund scheme. A teacher while on leave with or without allowance, may be allowed by the Managing Committee to subscribe during the period of his probation. But if his appointment is not made permanent, the amount so subscribed by him shall be refunded. In every case the employee shall sign an agreement in the form annexed to the rules. (Appendix A)
3. *School Contribution*—The Managing Committee of the school shall ordinarily pay monthly to the Fund a sum equal to the amount of the contribution of each subscriber, but in no case shall the contribution be less than half an anna in the rupee of the salary of each contributor to the Fund.
4. *Committee of Management*—The management of the Fund shall be vested in a Committee to be called the

Provident Fund Committee consisting of five persons namely the Secretary of the Managing Committee and another member of the Managing Committee elected by them for that purpose, the Head Master and two representatives of the subscribers annually elected by them. If the Head Master happens to be the Secretary of the Managing Committee the Managing Committee shall nominate another person from among themselves in his place. The Secretary of the Managing Committee and the Head Master shall be Joint Secretaries of the Fund. If the Headmaster is the Secretary the Committee of Management shall appoint another Joint Secretary.

The proceedings of the Committee shall be subject to confirmation by the Managing Committee of the school.

5. *Investments*—All money received under rules 2 and 3 shall be deposited in the Post Office Savings Bank or in the Imperial Bank Savings Bank or invested in Government Securities or in Post Office Cash Certificates or in Calcutta Port Trust or Calcutta Municipal Debentures and shall be held in the name of school P. F. and operated upon by the Joint Secretaries. Deposits should ordinarily (whenever possible), be made between the 1st and the 4th of each month. It shall be the duty of the Inspecting Officers to see if this is being done. The accounts and records of the Fund shall be open to inspection by them and it shall be open to them to report to the Syndicate any irregularities noticed by them in the course of their inspection.

6. *Accounts*—The Joint Secretaries of the Fund shall keep an accounts of the investments, a general cash account of the Fund and a ledger account showing the amount at the credit of each subscriber. The books shall be audited annually by an Auditor and the audited account shall be submitted to the Managing Committee and shall be open for inspection to the subscribers. Every subscriber shall be provided with a statement of his Provident Fund Account

at the end of each year signed by the Joint Secretaries of the Fund.

The subscriber shall at the end of each of year sign the statement of his account in the ledger signifying his acceptance of the correctness thereof.

7. *Apportionment of Interest*—The interest received during the year shall be credited to the account of individual subscribers annually in proportion to the amounts at their credit on December 31 of the preceding year.

8. *Nominee*—Every subscriber shall have a right to appoint a nominee or nominees. If a nominee or nominees be appointed, the nomination shall be made in writing (vide Appendix B attested by two witnesses and accepted by the Provident Fund Committee. If the nominee is a minor, the subscriber shall, at the time of nomination, also appoint a person of full age to whom the amount standing at the subscriber's credit or such portion of it as may have been allotted by him to the said minor nominee, is to be paid on behalf of the said minor nominee.

Provided that if a person is nominated outside his family by a subscriber who has a family of his own, such nomination shall be regarded as null and void. It shall be open to the subscriber to revise or modify his nomination if he so desires.

9. *Advance for special purpose*—No final withdrawal will be allowed until the subscriber quits the service or dies. But advances for the following purposes may be made to the subscribers :—

- (a) to pay expenses in connection with the illness or for the benefit of the health of the employee or a member of his family ;
- (b) to pay expenses in connection with daughter's marriage, funeral or other ceremonies, which by the religion of the subscriber, it is incumbent upon

him to perform and in connection with which it is obligatory that expenditure should be incurred ;

- (c) to build, repair, alter or extend his dwelling house.

Such advances shall not exceed one-half of the contribution of the employee, and they shall not be made till the amount in the account of the employee comes up to three months of his salary.

10. *Recovery of advances*—The amount thus drawn from the Fund shall be repaid with interest at not less than 4% per annum in not more than 24 months to be reckoned from the month immediately following that in which the advance is taken in not more than 24 equal monthly instalments which will be deducted from the subscriber's salary each month, and, in the event of his retirement or death before this amount is repaid, the amount still owing to the Fund shall be deducted from the amount payable to the employee. No similar application for an advance shall ordinarily be considered so long as any portion of an advance already taken remains unpaid.

The amount advanced to a subscriber under the foregoing rule will be debited to the ledger account of the subscriber on the date the advance is paid to him, such payment being attested in the ledger by the person receiving it and one other subscriber as witness. The amount recovered from him from time to time will also be credited to his account on the date they are recovered.

11. *Retirement before two years' service*—If an employee quits the service within two years of his employment, he shall be entitled to the amount of his own subscription with interest and the amount contributed by the school shall revert to the school and be credited to the general funds thereof, but if he has to leave the service due to illness which is certified as incapacitating him from work for at least six months or if he is made to retire for no fault of his

own, he shall be entitled also to the school contribution with interest.

12. *Retirement after two years' service*—If an employee quits the service by due notice of resignation after two years of service, he shall be entitled to the total amount at his credit.

13. *Removal due to misconduct and resignation without due notice*—If a subscriber is removed for misconduct, or if he resigns without due notice, the school contributions including interest thereon may be withheld, either in whole or in part, at the discretion of the Managing Committee.

Such subscriber will receive his own subscription and the accrued interest and such portion of the school contribution (if any), as the Managing Committee may sanction.

14. *Persons entitled to draw on death of a subscriber*—On the death of a subscriber, the amount standing at his credit at the date of his death (including his subscription as well as the school contribution) with interest thereon shall be paid to his legal heirs or representatives, provided however, that if the subscriber has filed a declaration (in the form annexed, Appendix B), the amount shall be paid according to the directions contained therein. A receipt signed by the nominee or his guardian, as the case may be, according to the latest declaration duly filed, shall be a full discharge.

15. *Claim of the school upon subscription*—The school shall have first charge upon the amount due to subscriber under the Provident Fund rules, for all unrecovered advances made to him under Rule 9 and for other debts or liabilities to the school.

16. *Arbitration*—If any dispute arises between the Managing Committee and any subscriber of the Fund or his executor, administrator or nominee, in regard to the construction of any of these rules or in connection with any matter whatsoever in any way concerning the said Fund or

the affairs thereof, such dispute may be referred to the University whose decision shall be final.

17. *Amendment of Rules*—The Managing Committee shall have power after giving an opportunity to the subscribers to express their views to add to, alter or amend these rules. Such an addition, alteration or amendment shall be subject to sanction by the University to whom the views of the subscribers should be forwarded along with the application for sanction.

18. All contributors to the Provident Fund and their representative or representatives shall be deemed to have read these rules and be bound by them and every addition, alteration or amendment of the rules, as mentioned in Section 17.

#### APPENDIX A

I hereby declare that I have read the rules of the Provident Fund of.....school, and that I agree to be bound by them.

Date.....day of.....19

Name in full.....

Date of birth.....

Nature of appointment.....

Date of joining service.....

Date of joining Provident Fund.....

Present salary per mensem.....

Signature.....

Witness.....

#### APPENDIX B

##### Form of Declaration

I hereby declare that in the event of my death, the following persons shall be entitled to receive payment of the

amount at my credit in the Provident Fund of the school in the proportions noted against their names. I also request that the amount payable as above to the minors be paid to the persons named below. In case of the death of any of the nominees, herein mentioned, the assignment shall be null and void so far as that nominee is concerned.

Name and address of the nominee or nominees	Relation ship with the employee	whether major or minor, if minor, state age	Share of the money payable	Name and address of the person to whom share is to be paid on behalf of the minor	Sex and parentage of the person referred to in column 5
1	2	3	4	5	6

Two witnesses—

1 ..... Signature.....

2 ..... Signature.....

Date.....

[ 2 ]

### CALCUTTA UNIVERSITY

No. 242

Dated 16th September, 1927

In the opinion of the Vice-Chancellor and Syndicate, it is desirable that the Provident Fund balance, the Reserve Fund and other balance or every school should be deposited in the Postal Savings Bank or invested in Government Promissory Notes.

Such funds should be operated by two persons.

[ 3 ]

## CALCUTTA UNIVERSITY

No. S. 349/P.F.

Dated 22nd January, 1941

The Heads of recognised High Schools are informed that the following proviso has been added to clause 8 of the Model Rules framed by the University for the management of Provident Fund in schools :—

“Provided further that for the purposes of this rule only the following relatives of a deceased subscriber to, or a depositor in, a Provident Fund should be deemed to constitute his family, namely, a wife, husband, father, mother, son, daughter, minor brother, unmarried sister, and a deceased son's widow and child, and when no parent is alive, a paternal grandparent.”

[ 4 ]

## CALCUTTA UNIVERSITY

No. 360/P.F.

Dated 20th March, 1942

The Provident Fund money of the teachers should be used only for purposes specified in the Model Provident Fund Rules. If, for any special reasons, any money from the said Fund is intended to be utilised for other purposes, the Managing Committee may submit a definite proposal to the University in this behalf, together with the opinion of the teachers who should be previously consulted in the matter.

[ 5 ]

## CALCUTTA UNIVERSITY

Re : Payment of Life Insurance Premiums of individual Teachers from their Provident Fund Contributions.

The Teacher's own contributions may be utilised for the purpose provided the Life Insurance Policy is assigned to the authorities of the school and is kept in their custody.

[ 6 ]

## CALCUTTA UNIVERSITY

**Re : Opening of Individual Provident Fund Accounts by Teachers**

Such accounts cannot be opened unless the Government Provident Fund scheme is introduced in the school.

Rule 45A (a) of the Post Office Savings Bank Rules, Re : *Opening of Individual Provident Fund Account.*

"Where a Provident Fund for teachers in non-pensionable service is established by a local Government of Administration, individual accounts will be opened by the Post Office for all teachers who are permitted to contribute to such fund. The deposits in such accounts will comprise contributions made by the teachers as well as by the Management of the schools where they are employed.

Individual Savings Bank accounts cannot be opened by the Secretary of a school on behalf of the teachers until the Government Provident Fund scheme for teachers in non-pensionable service is introduced in the school and the teachers are admitted to it.

Ordinary private accounts can however be opened in the name of individual teachers but the school authorities will not have any control on these accounts."

[ 7 ]

## CALCUTTA UNIVERSITY

## APPENDIX D

... .. School Provident Fund

## Abstract

19.....

Ledger Page	Amount		Remarks
	Rs.	P.	

## APPENDIX E

School Provident Fund

## Ledger Book

Name.....

19.....

Name of Months	Subscription						Contribution					Remarks
	Opening Balance	Monthly Subscrip- tion	Recovery of Loan	Loan	Insurance Premium	Balance after each transaction	Opening Balance	Monthly Contribu- tion	Interest	Date of Loan	Amount of Instal- ment of Recovery of Loan	
	1	2	3	4	5	6	7	8	9	10	11	12
19.....												
January												
February												
March												
April												
May												
June												
July												
August												
September												
October												
November												
December												
Total												

[ 8 ]

## BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 11/63

Dated, March 27, 1963

From : The Secretary

To : The Heads of Recognised Secondary Schools

Sub : Investment of Provident Fund money of the teachers  
of recognised Secondary Schools in National Defence  
Certificates

The undersigned is directed to state that a large number

of schools maintain Joint Provident Fund Account for teachers and keep Joint Postal Account for all teachers. The Postal Account for the fund is operated by the Secretary of the school. The authorities of such schools are requested to invest the balance of the Provident Fund, in excess of the amount not likely to be required for use in the immediate future, in National Defence Certificates.

Nearly 250 schools participate in Government Provident Fund Scheme. Such schools maintain separate Postal Accounts for each teacher. The teachers of such schools are requested to submit a proposal to the Finance Officer, Board of Secondary Education, West Bengal, through the Manager, Teachers' Provident fund with following particulars for the purpose of investment of a suitable amount in National Defence Certificates from the balance of the accumulated Provident Fund.

Name of teachers	Postal A/c No.	Name of Post Office	Balance of the Account	Amount invested in National Plan Savings Certificates, if any	Amount proposed to be invested in National Defence Certificates

Sd/ A. Gupta  
for Secretary

[ 9 ]

## GOVERNMENT PROVIDENT FUND SCHEME

The Calcutta Gazette, December 15, 1927

The following rules will come into operation with effect from the 1st January, 1928.

### RULES OF THE GOVERNMENT PROVIDENT FUND SCHEME FOR TEACHERS IN NON-PENSIONABLE SERVICE

1. **Scope of the Scheme.**—The scheme shall be applicable to the following classes of employees :—

- (a) Whole-time teachers of schools for Europeans and Anglo-Indians.

- (b) Whole-time teachers of Secondary Schools for Indians, whether managed by District Boards, Municipalities or Private persons.

2. **Nature of the Scheme.**—It will be optional for any institution belonging to one or other of the classes specified in rule 3 to elect to come under these rules, but no such institution and no teacher of any such institution, shall be allowed to come under these rules, until such time as all the teachers of such institution other than those declared inadmissible under rule 4 have agreed in writing to join the Government provident fund scheme in accordance with these rules. When a school has been permitted to come under these rules, subscriptions by the teachers other than those excluded under rule 4 or exempted under rule 4A. shall be compulsory on existing and future members of the teaching staff. The number of institutions admitted under these rules will be limited by the amount of the annual provision for grants-in-aid made from time to time by the Government.

3. **Eligibility of Institutions.**—The following classes of institutions may exercise the option to join the scheme :—

- (a) Secondary Schools in Bengal recognised by the University of Calcutta for the purpose of presenting candidates for the Matriculation Examination.
- (b) Secondary schools\* recognised by the Dacca Board of Secondary and Intermediate Education.
- (c) Secondary schools\* recognised by the Department of Education, Bengal.
- (d) Schools recognised under the European School Code.

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\*N. B.—(i) 'Schools' includes Junior and Senior Madrasahs and also schools and madrasahs to which intermediate classes have been added.

(ii) The term "recognised" includes schools which have been provisionally recognised.

4. **Persons not admissible.**—The scheme shall not be extended to—

- (a) Persons rendering pensionable service whether under Government, under local bodies, or in privately managed institutions.
- (b) Law lecturers practising as lawyers.
- (c) Teachers working in an honorary, or mainly honorary capacity, e.g. those belonging to a religious order.
- (d) Teacher for whom a separate provident fund is maintained.
- (e) Persons working in educational institutions other than as bonafide teachers.
- (f) Persons holding temporary posts.
- (g) Teachers below 20 or over 55 years of age.\*

A person already subscribing to another provident fund maintained in connection with the institution in which he is working shall not be allowed to subscribe to this scheme, but an existing scheme may be converted into this scheme with the sanction of the Director of Public Instruction. The managers of schools, which have provident funds of their own, and desire such conversion, shall apply through the controlling authority specified in rule 7 to the Director of Public Instruction to have their provident funds merged in the Government provident fund, and the Director may sanction such applications. The managers shall thereupon wind up their funds, and deposit in the post office savings bank the amount standing to the credit of each subscriber. Such amounts shall thereupon become subject to these rules.

4A. **Exemption**—The controlling authority mentioned in rule 7 may exempt from the operation of those rules any teacher who holds a policy in a life assurance company and pays thereon as premium an amount equal to or in excess of

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\*A teacher once admitted may remain in the scheme till the age of 60.

the monthly sum payable by him as subscription to the Government provident fund. Such exemption will be granted only so long as the said premium continues to be paid.

5. **Amount of Subscription.**—The amount of subscription shall be a percentage of  $6\frac{1}{4}$  of a subscriber's pay, except in the case of a subscriber whose pay is less than Rs. 25 a month, in which case it shall, if he so desires, not exceed Re. 1 a month. In the case of subscribers who pay at the rate of  $6\frac{1}{4}$  per cent, subscription will be calculated to the nearest anna. Voluntary subscriptions in excess of the regular amount shall not be admissible. Subscriptions during leave with or without allowance other than casual leave or during suspensions shall be optional on the part of the subscriber.

When a subscriber is on reduced pay on account of absence on leave or for other causes, his subscription, if paid, as well as the contribution of the managers, shall be reckoned on the substantive pay of his post. No Government grant will be made in such cases for any period of leave in excess of one month in any one year, except that, in cases where a subscriber has not been on leave other than casual leave during a consecutive series of years, a Government grant will be made in respect of one month for each of these years up to a maximum of four at any one time.

Pay for the purpose of reckoning subscriptions is substantive pay, and excludes recompense for special occasional services, or acting or personal allowances.

The managers shall communicate to the controlling authority all changes affecting the pay of a subscriber under these rules.

6. **Contribution by the managers assisted by Government.**—The managers shall contribute a sum equal to the teacher's subscription. To assist the managers in making this contribution a monthly grant equal to one-half of this contribution will be sanctioned to the institution by the Education Department, provided the controlling authority specified in

rule 7 is satisfied that the management of the institution can raise the other half from the funds not derived from Government. The managers' contribution with subscription of the teacher will be paid in to the subscriber's account every month.

*Example*—A teacher's subscription to the fund amounts to Rs. 5 a month. The managers will contribute a like amount and place the total sum of Rs. 10 to the credit of the teacher's account in the provident fund. Government will then increase the normal grant-in-aid to the school by Rs. 2-8 a month or make a new grant of Rs. 2-8 in respect of this subscriber.

In no case shall the adoption of these rules involve any reduction of the actual monthly emoluments received by subscribers from those existing at the time of the adoption of these rules by the school, other than by the amount of the monthly subscription of the subscriber.

It is left to the managers concerned to decide how their share of the contribution shall be provided, but in the case of institutions already aided by Government, except where the monthly credit balance of such an institution after meeting all charges is already sufficient to cover the cost of its contributions under these rules, the extra amount required for the purpose shall come out of a special levy, i.e., a special increase of the fees for the purpose, or from other additional revenue from private sources. This condition, however, shall not apply to aided schools which already maintain a provident fund to which the managers and the teachers each contribute equal amounts of not less than 6½ per cent. of salary and such schools shall be permitted by the Director to come under these rules without any such special increase in income from private sources. In no case shall that half of the managers' contribution which has to be found from their own resources be derived from Government in the shape of additional grant or in any other manner whatsoever, nor shall it be obtained by a reduction

in the total scale of expenditure sanctioned by the Inspector of Schools as a condition of the grant-in-aid.

7. **Control of the fund.**—Subject to such rules as may be framed by Government from time to time, the controlling authority shall be—

- (a) The Divisional Inspector or Circle Inspectress of Schools in the case of secondary schools for Indians.
- (b) The Inspectors of European Schools, Bengal, in the case of European schools.
- (c) The Chairman of the Dacca Board of Secondary and Intermediate Education in the case of schools controlled by the Board.

Note.—The controlling authority referred to in these rules is the appropriate authority as defined in this rule.

8. **Management of the fund.**—(a) The fund shall be managed by means of the post office savings bank system. The subscriber's subscription, together with the contribution of the managers, shall be deposited in a post office savings bank. The following procedure shall be adopted.

(b) The post office shall open individual accounts for each of the subscribers to the provident fund. The managers of the school shall arrange to have subscriptions to the fund due from the subscribers deducted from their salaries when they are disbursed each month and shall remit these amounts, together with the manager's contributions, to the particular post office at which the accounts stand open, accompanied by—

- (i) the post office savings bank pass books of the subscribers ; and
- (ii) a list in the form given below showing in detail the amount to be credited to each account and the total amount of the deposits and refunds :—

( Name of Institution )  
Month of.....19 .

[illegible]

(c) The money received in the post office shall be credited to the different accounts in accordance with the entries in the list and the postmaster, after satisfying himself that this has been done and that the amount of the deposit has been correctly entered in each pass book, shall sign the list, stamp it with the post office date stamp and return it with the pass books to the managers of the institutions from which they are received. The managers shall compare the entries made in the pass books with the entries in the list to see that the former are correct. Any error that may be detected shall be brought at once to the notice of the postmaster.

(d) So far as the post office is concerned the list need not be in duplicate as the deposits will be entered in the usual course in the Post Office Savings Bank Ledger and Journals which will furnish a complete record of the transaction. The managers of the school shall furnish a true copy of the list to the controlling authority. The controlling authority during his periodical visits to the schools shall audit the monthly list of payments into the post office savings bank with reference to the original pay bills or acquittance rolls and satisfy himself that subscriptions and

contributions are not received in excess or defect from the subscribers or managers.

(e) Deposits will ordinarily be made monthly before the 15th of the month. In exceptional circumstances, however, deposits may be made at any time and as often as desirable, so that if owing to the temporary absence of a subscriber or for any other cause the subscription of and the contribution on behalf of one or more subscribers cannot be deposited at the same time as the other deposits, they can be deposited singly or collectively at a later date, a separate list being sent along with the pass book in the manner already described. The provisions of sub sections (c) and (d) will apply to such supplementary lists.

(f) When a pass book is used up, and a fresh pass book issued, a subscriber should apply to the postal authorities, through the managers of his institution, for the return of his used up pass book and it should be forwarded to the controlling authority when received for record and production when the account is finally closed.

(g) When a subscriber leaves one school and obtains employment in another and the Government provident fund scheme applies to both schools the controlling authority of the school which he has left shall sanction the transfer of his account less any deductions permissible under rule 11 to the post office at which the accounts of the school which he has joined stand open. Any deductions made in accordance with rule 11 shall be credited to Government in the Treasury or to the management in accordance with the provisions of rule 11.

The controlling authority shall maintain a register in the form presented in Appendix C of the transfer of accounts sanctioned by him. The managers of a school shall furnish every subscriber who leaves the school with a certificate, which shall bear the counter-signature of the controlling authority, specifying the period for which subscriptions

to the fund were made by the subscriber and contributions made by the management on his behalf.

(h) If a teacher in an institution with its own provident fund joins an institution to which the Government scheme applies, the amount at his credit may at his option, with the approval of the controlling authority, be placed in the fund to his credit in such new institution. In the event of the resignation of a subscriber from an institution to which the Government provident fund scheme applies, and his acceptance of a post in a school possessing its own fund, such sum as may be to the credit of the subscriber may, by private arrangement between the subscriber and his new school managers, be made over to the provident fund of the new school ; but Government can accept no responsibility in the matter and the provisions of rule 11 (f) will apply to such cases.

(i) Subscribers under these rules on whose behalf accounts are opened under the provisions of this scheme are not deprived of their right to open ordinary private accounts in the post office savings bank. The limits to annual and maximum deposits and to the amount on which interest may be calculated in the case of ordinary accounts in the post office saving bank do not apply to accounts opened under these rules. The officer to whom certain specified powers may be delegated under section 45A (c) of the Post Office Rules for Teachers' Provident Fund accounts is, for the purpose of the present rules, the appropriate controlling authority specified in rule 7.

(j) A register shall be maintained by all schools which join the Government provident fund in the form prescribed in Appendix C.

(k) The savings bank account shall be closed at the time the depositor retires or is permitted to withdraw in accordance with these rules. Whenever a subscriber wishes to withdraw from the fund he shall submit an application to the controlling authority, through the

managers of the school, giving his reasons therefor. In cases where the controlling authority decides that the subscriber is entitled to the full sum at credit, that authority shall sanction the closure of the account and issue a certificate to the effect that the subscriber has quitted the fund in circumstances which give him a title to the full amount standing to his credit in the pass book. The postmaster shall thereupon close the account in the Savings Bank pass book, and, on receipt of an application for withdrawal signed by the subscriber and endorsed in favour of the school clerk or peon or other person authorised by the managers of the school, pay the latter on behalf of the subscriber the total amount standing to his credit. The managers of the school shall, after receiving the amount from the post office, disburse it to the subscriber concerned on acquittance rolls which shall be filed in the school, an attested copy being forwarded immediately to the controlling authority for information. In cases where the controlling authority decides that a subscriber who has applied for permission to withdraw from the fund is entitled to less than the total sum at his credit, he shall issue a certificate accordingly, sanction the closure of the account, and instruct the postmaster to pay the managers of the school the sum declared by him to be due to the subscriber and the postmaster shall, on receipt of an application for withdrawal signed by the subscriber and endorsed in favour of the clerk or peon or other person authorised by the managers of the school, pay the latter the sum due to the subscriber's credit. The managers shall, after receiving the amount, pay the subscriber the amount due to him, as decided by the controlling authority. All applications to the postmaster to close the account must be supported by the controlling authority's order in original, which should specify the actual amount allowed to be withdrawn. The balance of the account, forfeited by the subscriber under the orders of the controlling authority, shall be drawn

under the orders of the controlling authority by the managers, less the sum due to be paid into the Treasury under the note to rule 11, which shall be drawn by the controlling authority and credited to the Treasury. The managers on receipt of their share of the balance, shall credit it to the school funds or to such school funds as they shall think fit, and thereupon send a formal acknowledgment of receipt to the controlling authority, who will file the receipt in his office. The controlling authority shall maintain a register in the form prescribed in Appendix D of closures of accounts sanctioned by him.

The procedure prescribed in this clause shall apply *mutatis mutandis* to payments made on the sanction of the controlling authority on the death of the subscriber. The controlling authority shall maintain a register in the form prescribed in Appendix F for these payments.

(l) The pass books issued by the post offices on behalf of the subscribers shall be in the custody of the managers of the school, who will annually appoint one of their members to keep custody of the pass books and act on their behalf in the management of the fund. The name of the manager selected shall be notified annually to the controlling authority as also shall all changes immediately upon their taking place. Every subscriber shall, once in each official year, be permitted to look into his account to satisfy himself as to its correctness and shall sign a certificate in token of his acceptance thereof. The certificates obtained under this rule shall be forwarded to the controlling authority for check and record in his office.

(m) If the managers of a school allow their own contribution or the subscription of a subscriber employed by them who has joined the fund to fall into arrears, the controlling authority may take such steps to enforce payment as he may deem necessary and are within his power. Failing all other measures, the fund shall be closed and the school excluded from the scheme,

(n) When a school belonging to the fund ceases to exist, or is excluded from or leaves the fund, steps shall be taken to close, or in cases covered by clause (g) of this rule, to transfer, each individual account. The provisions of rule 11 (e) shall be regarded as applying to all cases which are not capable of being brought under clause (g) above. Schools excluded from or leaving the fund shall be ineligible for readmission for a period of five years. When for any reasons the controlling authority considers it essential in the interests of the subscribers, he shall have power to direct that the postmaster pay the sum due on all or any of the accounts to such person or persons other than the managers as he may select for distribution in accordance with the rules of the fund.

(o) Every subscriber on joining the fund shall sign a certificate in the form given in Appedix A in token of acceptance of the rules. These certificates shall be filed with the managers of the institutions concerned.

9. **The Registers to be kept by the managers of Institutions.**—The following registers shall be maintained by managers of institutions, the employees of which contribute to the fund :—

(a) A card catalogue register in the from prescribed in Appendix B showing the names of subscribers to the fund.

(b) A register in the form prescribed in Appendix E showing the advance sanctioned from the fund and their refund.

(c) A register in the form prescribed in Appendix C showing the transfer of accounts sanctioned by the controlling authority of subscribers who have left the school, and the certificates issued to them of the amounts due to them in the fund.

(d) A register in the form prescribed in Appendix D showing the names of the subscribers whose accounts have been closed.

- (e) A register in the form prescribed in Appendix F showing the payments made on the death of a subscriber.

10. **Interest to the Depositor.**—Interest shall be allowed on all deposits at such rates as may from time to time be determined for deposits in post office savings banks.

The deposits in the post office savings bank account of each subscriber may, as they accumulate, be invested through the post office in short-term loans or other securities of the Government of India, in the manner prescribed for such investments in the Post Office Savings Bank Rules. The securities in such cases shall be left in the custody of the Accountant-General, Posts and Telegraphs, who will, under rule 49 of the Savings Bank Rules, draw the interest due and advise the post office concerned to credit the amount in the investor's account.

When any subscriber notifies his conscientious or religious objections to the receipt of interest, the manager will notify the post office at which the account stands open and interest will thereupon not be credited.

11. **Withdrawal of deposits.**—The total sum at the credit of a subscriber shall be payable to him on his leaving the service of the managers of the institution, in which he is employed, subject to the right of the managers, with the sanction of the controlling authority, to deduct therefrom any sum due to the managers, provided that the total sum deducted shall not exceed the total of the managers' contributions credited to his account and provided that—

- (a) A subscriber who resigns his post within less than two years after his admission to these rules will receive, subject to the provisions of clause (f) of this rule, his own subscriptions and the complete accrued interest of the fund, and with the sanction of the controlling authority, given for good reasons, the contributions of the management.

- (b) A subscriber who resigns his post in a school admitted to the Government provident fund scheme within less than two years of his appointment to that post, will receive, subject to the provisions of clause (f) of this rule, his own subscriptions, the complete accrued interest of the fund, and the managers' contributions, if any, prior to his appointment to that post, and with the sanction of the controlling authority, given for good reasons on the proposal of the managers, the contributions of the managers subsequent to his appointment to the post above mentioned. The managers shall have full authority to decline to make the proposal in cases where less than two years' service has been given by the subscriber to their institutions, though the managers are permitted to suggest that a shorter period of service than two years shall qualify for the managers' contributions, when service, though short, has been of value to the school.
- (c) If a subscriber is permanently disabled or invalidated, he will ordinarily receive his subscriptions, the managers' contributions, and the whole of the accrued interest at whatever stage of his service he is disabled or invalidated. The managers' contributions for the preceding two years may, with the sanction of the controlling authority, be withheld in a case where a subscriber has been incapacitated through his own fault.
- (d) If a subscriber is dismissed or removed from service on grounds regarded as reasonable by the controlling authority, the managers' contributions for a period not exceeding two years may be withheld at the discretion of the controlling authority. Such a subscriber will receive his own subscriptions, the balance of the managers'

contributions and the complete accrued interest of the fund.

- (e) If the services of a subscriber are dispensed with for no fault of his own, he shall, with the sanction of the controlling authority, receive the total sum to his credit, including the managers' contributions and the interest accrued, or if he seeks re-employment in a school which has been admitted to the fund, may continue to participate in the scheme without subscription until the date of re-employment, provided the period of unemployment does not exceed one year.
- (f) If a subscriber resigns his post in an institution to which these rules apply for the specific purpose of accepting a post to which he has been appointed in an institution which has not been admitted to the Government provident fund scheme, or which has a provident fund not working under these rules, he may, with the sanction of the controlling authority, receive the sum found to be due to him under these rules, but if he resigns his post without having been appointed to any other post, he shall continue to participate in the scheme without subscription or contribution until he obtains employment either in an institution working under these rules, in which case his account shall be transferred to such institution subject to the provisions of rule 8 (g), or in an institution not working under these rules, in which case his account shall be closed and he shall be entitled to receive the sum found due to him under these rules; provided that such participation without subscription or contribution shall not extend beyond one year, at the close of which period the account shall be closed and the subscriber shall be entitled to receive

the sum found due to him under these rules ; and provided also that if the subscriber is fifty or more years or age, and the controlling authority is satisfied that he is retiring from the teaching profession, he shall sanction the payment to him of the amount due in accordance with these rules, without postponement.

N. B.—In all cases where the contributions of the Managers are withheld under Clauses (a), (b), (c) and (d) of this rule, half of the amount withheld shall be paid under the orders of the controlling authority to the managers and half shall be paid by the controlling authority to the credit of Government in the Treasury.

**12. Payment on the death of a subscriber.**—(a) On the death of any subscriber, the managers shall, with the sanction of the controlling authority, pay to the subscriber's nominee or person producing probate or letters of administration or succession certificate, as laid down in clauses (c), (d) and (e) of this rule. the total sum of money that was at the credit of the subscriber, subject to the right of the managers with the sanction of the controlling authority to deduct therefrom any sum or sums due to the managers, provided that the total amount of such deduction shall not exceed the total of the managers' contributions credited to the account of the subscriber.

(d) Every subscriber shall be permitted to nominate a dependant or dependants to whom the whole or part of the amount standing at his credit shall be payable in the event of his death. But if the nominee is a minor, the subscriber shall, at the time of nomination, also appoint a person of full age to whom, in the event of the subscriber dying before the minor nominee attains his majority, the amount standing at the subscriber's credit is to be paid on behalf of the minor nominee.

(c) All nominations must be in writing signed by the subscriber and attested by two witnesses and must be sent

to the managers. The nominee named in any such written nomination received by the managers shall be and remain fully entitled to receive and give discharge for such amount as the subscriber has nominated him to receive from the sum at his credit until the nominee's decease, or until his nomination has been modified or revoked as hereinafter mentioned. A nomination once made in writing and received by the managers as aforesaid can only be modified or revoked when a modified nomination in writing, or the nomination in writing of a fresh nominee, or the complete cancellation of a previous nomination or nominations under the hand of the subscriber and attested by two witnesses, has been made and duly received by the managers.

(d) In case any subscriber shall die and at his death has not nominated, or has failed in the case of a minor nominee or nominees duly to appoint a person or persons of full age, and any moneys or the balance of any moneys not disposed of by nomination does not exceed Rs. 5,000, inclusive of interest, standing at his credit, and probate of will or letters of administration or succession certificates be not produced to the managers, or if notice in writing of the existence of a will and intention to prove the same, or to take out letters of administration or to obtain a succession certificate, be not given to the managers within the period of one month from the death of such subscriber, or if such notice be given, but such will be not proved, or letters of administration be not taken out or succession certificate obtained, and the probate or letters of administration or succession certificate (as the case may be) produced to the managers within the period of six months from the death of the subscriber, the managers, after the period of one or six months, as the case may be, may, with the sanction of the controlling authority, pay such money to any person appearing to them to be entitled to receive them according to the Provident Funds Act No. XIX of 1925.

(e) In case any subscriber shall die, and, at his death,

has not nominated, or has failed in the case of a minor nominee or nominees duly to appoint a person or persons of full age, and any moneys or the balance of any moneys not disposed of by nominations exceed Rs. 5,000, such money shall be paid to the executor or administrator only on the production to the managers of the probate of the will or letters of administration or succession certificate of the estate or effects of such subscriber.

**13. Withdrawal of advances.**—(i) A proportion of the total deposit not exceeding two months' pay of a subscriber may, with the sanction of the controlling authority, be allowed to be withdrawn in cases of urgent necessity when the deposit has reached a sum of not less than one year's pay and the pecuniary circumstances of the subscriber are such that the indulgence is necessary. The following are cited as examples of occasions on which the grant of advances may be considered :—

- (a) To pay expenses incurred in connection with the illness of a subscriber or member of his family.
- (b) To pay expenses in connection with marriages, funerals or ceremonies which by the religion of the subscriber it is incumbent upon him to perform and in connection with which it is obligatory that expenditure should be incurred.

Advances though not confined rigidly to the objects laid down in clauses (a) and (b) above will be made with due regard to the principle expressed in clause (i) of this rule as illustrated by the foregoing examples.

(ii) In determining the advance to be sanctioned, regard shall be paid to the amount lying at the credit of the subscriber. The amount of the advance should be a sum expressed in whole rupees, and should be so fixed as to allow of the monthly instalments fixed under rule 13 being also in whole rupees, the advance applied for being raised

or reduced if necessary to enable the instalments to be so fixed.

(iii) When one advance has already been granted to a subscriber a subsequent advance shall not be granted to him except for strong reasons to be recorded in writing by the controlling authority until at least twelve months have elapsed since the complete repayment of the last advance taken.

(iv) Applications for the withdrawal of any advance sanctioned shall be signed by the subscriber and duly endorsed in favour of the clerk or peon or other person authorised by the managers of the institution and must be supported by the controlling authority's sanction in the original. The managers of the institution shall, after receiving the money, disburse it to the subscriber concerned on acquittance rolls.

(v) Controlling authorities shall maintain a register in the form prescribed in Appendix E of advances sanctioned by them.

(vi) No fresh advance from the fund shall be sanctioned if there is any balance still to be refunded out of any advance already drawn from the fund.

**14. Recovery of advances.**—The following procedure for the recovery of advances shall be observed :—

(a) Advances shall be made recoverable, at the discretion of the controlling authority in not less than twelve instalments or more than twentyfour. A subscriber may, however, at his option, make repayment subsequently in less than twelve instalments or may repay two or more instalments at the same time.

(b) Recoveries shall be made monthly, commencing from the first payment of a full month's salary after the advance is granted, but no recovery shall be made from a subscriber while he is on leave of any kind, except leave (or vacation) on full pay.

- (c) The instalments shall be paid by compulsory deductions from salary and shall be in addition to the usual subscription.
- (d) When an advance is repayable in 12 instalments, an additional instalment, representing interest, and equivalent to 4 per cent. of the amount of the advance shall be paid in the month following that in which the last instalments is paid, Similarly, two additional instalments representing interest, each equivalent to 4 per cent. of the total amount of the advance shall be paid when the advance is repayable in more than 12 instalments.

**15. Protection of deposits.**—(i) A deposit in the Government Provident Fund shall not in any way be capable of being assigned or charged and shall not be liable to attachment under any decree or order of any civil, revenue or criminal court in respect of any debt or liability incurred by the subscriber, and neither the Official Assignee nor any Receiver appointed under the Provincial Insolvency Act, 1920, shall be entitled to, or have any claim on, any such deposit.

(ii) Any sum standing to the credit of any subscriber to the fund at the time of his decease and payable under these rules to any dependant of the subscriber, or to such person as may be authorised by law to receive payment on his behalf, shall, subject to any deduction authorised by these rules and, save where the dependant is the widow or child of the subscriber, subject also to the rights of an assignee under an assignment made before the commencement of the Provident Funds Act, 1925 (XIX of 1925, as amended by Act XXVIII of 1925), vest in the dependant, and shall, subject as aforesaid, be free from any debt or other liability incurred by the deceased or incurred by the dependant before the death of the subscriber.

**Note**—"Dependant" means any of the following relatives

of a deceased subscriber to the Government Provident Fund, namely, a wife, husband, parent, child, minor brother, unmarried sister and a deceased son's widow and child, and where no parent of the subscriber is alive, a paternal grand-parent.

16. The decision of the Director of Public Instruction on all questions arising out of these rules shall be final.

17. These rules may at any time be modified by the Local Government.

### Appendix A

#### Form of application for admission to the Government Provident Fund for teachers.

- (1) Name of subscriber
- (2) Father's name
- (3) Date of birth
- (4) General educational qualifications
- (5) Name of institution in which he/she is employed at present.
- (6) Designation of appointment held
- (7) Date of first appointment in the institution
- (8) Pay now drawn

Signature of Subscriber

#### Declaration

I, \_\_\_\_\_, hereby declare that the above entries are correct to the best of my knowledge and that I accept the rules framed by Government for the Government Provident Fund for teachers in non-pensionable service instituted by Government and I agree to abide by them in case I am admitted to the benefits of the fund.

In the event of my admission to the fund and of my death occurring while my account in the fund is open, I desire that the amount due to me from the fund shall be distributed among the persons mentioned below in the manner shown against their names. The amount due to any nominee who may be a minor at the time of my death should be paid to the person whose name appears in column (5).

Name & address of the nominee or nominees	Relationship with the subscriber	Whether major or minor. If minor, state age of minor	Amount of share of deposit	Name and address of the person to whom payment is to be made on behalf of the minor	Sex and parentage of person mentioned in column (5)
1	2	3	4	5	6

Station \_\_\_\_\_

Date \_\_\_\_\_

Witnesses \_\_\_\_\_

(Two witnesses)

Signature of subscriber \_\_\_\_\_

Certificate to be given on behalf of the managers of the Institution :

I hereby certify that the pay of the subscriber shown in line 8 of the above application is correct.

Station \_\_\_\_\_

Date \_\_\_\_\_

\*Manager, \_\_\_\_\_

School. \_\_\_\_\_

\*To be signed on behalf of the managers by the manager annually appointed, in accordance with the provision of rule 8 (1) to act on their behalf in the management of the fund.

**Appendix B**

Name—

Date of Birth—

Date of admission to the Fund—

Institution in which employed—

Designation of post held—

Pay on date of application—

Name of Institution in which employed	Period for which contribution to the fund was paid		Attestation by the controlling authority or the managers of the institution
	From—	To—	

# Appendix C

Register of transfers of accounts sanctioned by the controlling authority on behalf of subscribers admitted to the Provident Fund

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Name and serial number	Name of institution in which employed	Name of post office in which the accounts stand	Account number as in pass book	Month up to which subscription has been paid	Total amount at credit as in the pass book	Balance of any advance drawn still to be refunded, including interest instalment	Date on which the subscriber left the school	Name of the institution to which the subscriber proceeded	Name of Post Office to which the account is to be transferred	Date of application for transfer of account	Amount deducted under Rule 11	Date and number of treasury receipt	Amount retained by managers, and date of acknowledgement	Date of controlling authority's orders sanctioning transfer of account	Date of despatch of pass book to controlling authority or institution to which the account is transferred	Date of issue of certificate showing the period during which the subscriber contributed to the fund while in the school

# Appendix E

Register of advances from the Provident Fund sanctioned by the controlling authority on behalf of subscribers and their refund

	Name and serial number																							
	Name of institution in which employed																							
	Account number as in the pass book of the subscriber																							
	Amount at credit of the subscriber in the fund																							
	Amount of advance applied for																							
	Purpose for which advance is required																							
	Amount of advance sanctioned by the controlling authority																							
	Number of monthly instalments in which advance repayable																							
	Month in which the advance was drawn by the subscriber																							
	Months in which the several instalments were refunded																							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
	Interest instalment (1)																							
	Interest instalment (2)																							

# Appendix D

## Withdrawals Under Rule 11

1	Name and serial number	(To be filled in only in the controlling authority's office)  (To be filled in only in the register maintained in the school)
2	Name of institution in which employed	
3	Account number in the pass book of the subscriber	
4	Amount at credit as in the pass book	
5	Date on which the subscriber ceased to be in the service of the school	
6	Date of subscriber's application for withdrawal of amount at his credit	
7	Reason of withdrawal	
8	Controlling authority's order as to eligibility of subscriber for the manager's contribution	
9	Amount withdrawn from savings bank	
10	Amount paid to subscriber	
11	Amount drawn by controlling authority and credited to Government	
12	Date and number of treasury receipt	
13	Amount retained by the management with date of acknowledgment of receipt	
14	Date of disbursement to subscriber	
15	Signature of subscriber	
16	Date and number of manager's letter forwarding attested copy of subscriber's receipt	
17	Remarks	

Register of payments on the death of the subscriber as sanctioned by the controlling authority

[illegible]

**Appendix G****Post Office Rules relating to Teachers' Provident Fund Accounts.**

45A. (a) Where a provident fund for teachers in non-pensionable service is established by a Local Government or Administration, individual accounts will be opened by the post office for all teachers who are permitted to contribute to such fund. The deposits in such accounts will comprise contributions made by the teachers as well as by the management of the schools where they are employed.

**Note.**—A teacher for whom a provident fund account has been opened will not be debarred from opening an ordinary private account in his own name.

(b) The annual limit of Rs. 750 and the maximum limit of Rs. 5,000 for deposits, as well as the maximum limit of Rs. 5,000 for calculation of interest, do not apply to accounts opened under this rule.

(c) The withdrawal of the balance or any part of it or the transfer of the account to another post office is not allowed without the sanction of the Local Government or Administration or the officer to whom such power may be delegated.

**Note. 1**—When the balance at credit of such an account lapses according to the rules of the fund, it may be withdrawn either wholly or in part by the Local Government or Administration or the officer to whom such power may be delegated. The Local Government or Administration or the officer to whom such power may be delegated may also withdraw the total balance at credit of such accounts of a school when the school ceases to exist and is thus excluded from the fund or when for any other reason such a course appears necessary.

**Note. 2**—In cases in which a teacher is debarred, in accordance with the rules of the fund from receiving the portion of the deposit which is made up of the contribution

of the management, the manager will be allowed to withdraw the amount concerned under the orders of the Local Government or Administration or the officer to whom such power may be delegated.

(d) In the form of declaration which every teacher will be required to sign the words "I further declare that I have no account opened by me on my own behalf at any post office savings bank" should be scored through in the case of accounts opened under this rule.

(e) The prohibition against the deposit and withdrawal of sums containing a fraction of an anna does not apply to accounts opened under this rule.

(f) Interest on an account opened under this rule ceases to accrue from the first day of the month in which the order for final withdrawal of the balance at credit is issued by the authority concerned.

## Appendix H

Act No. XIX of 1925

[As amended by Acts No. 28 of 1925 and No. VII of 1927]

Passed by the Indian Legislature

(Received the assent of the Governor-General  
on the 27th August, 1925)

An Act to amend and consolidate the law relating to Government and other Provident Funds.

Whereas it is expedient to amend and consolidate the law relating to Government and other provident funds; it is hereby enacted as follows :—

### Short title, extent and commencement

8. (1) This Act may be called the Provident Funds Act, 1925.

(2) It extends to the whole of British India, including British Baluchistan.

(3) It shall come into force on such date as the Governor-General in Council may, by notification in the Gazette of India, appoint.

### Definitions

2. In this Act, unless there is anything repugnant in the subject or context,—

- (a) “compulsory deposit” means a subscription to, or deposit in, a provident fund which, under the rules of the fund, is not until the happening of some specified contingency repayable on demand otherwise than for the purpose of the payment of premia in respect of a policy of life insurance, and includes any contribution credited in respect of any such subscription or deposit and any interest or increment which has accrued under the rules of the fund on any such subscription, deposit or contribution, and also any such subscription, deposit, contribution, interest or increment remaining to the credit of the subscriber or depositor after the happening of any such contingency ;
- (b) “contribution” means any amount credited in a provident fund, by <sup>1</sup>(any authority administering the fund), by way of addition to, or otherwise in respect of, a subscription to, or deposit in, the fund ; and “contributory provident fund” means a provident fund the rules of which provide for the crediting of contributions ;
- (c) “dependant” means any of the following relatives of a deceased subscriber to, or a depositor in, a provident fund, namely, a wife, husband, parent, child, minor brother, unmarried sister and a deceased

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1. These words were substituted for the words “the authority by which the fund has been constituted” by section 2 of the Provident Funds (Amendment) Act, 1925 (28 of 1925).

son's widow and child, and, where no parent of the subscriber or depositor is alive, a paternal grand-parent ;

- (d) "Government Provident Fund" means a provident fund, other than a Railway Provident Fund, constituted by the authority of the Government for any class or classes of its employees or of persons employed by bodies existing solely for educational purposes ;
- (e) "provident fund" means a fund in which subscriptions or deposits of any class or classes of employees are received and held on their individual accounts, and includes any contributions credited in respect of such subscriptions or deposits and any interest or increment accruing on such subscriptions, deposits or contributions under the rules of the Fund ;
- (f) "Railway administration" means—
  - (i) any company administering a railway or tramway in British India either under a special Act of Parliament or of the Indian or a local Legislature, or under contract with the Secretary of State for India in Council, the Governor-General in Council or a Local Government, or
  - (ii) the manager of any railway or tramway administered by the Governor-General in Council or a Local Government,
 and includes, in any case referred to in sub-clause (ii), the Governor-General in Council or the Local Government, as the case may be :
- (g) "Railway provident fund" means a provident fund constituted by the authority of a railway administration for any class or classes of its employees.

### **Protection of compulsory deposits**

3. (1) A compulsory deposit in any Government or railway provident fund shall not in any way be capable of

being assigned or charged and shall not be liable to attachment under any decree or order of any civil, revenue or criminal court in respect of any debt or liability incurred by the subscriber or depositor and neither the Official Assignee nor any receiver appointed under the Provincial Insolvency Act, 1920, shall be entitled to, or have any claim on, any such compulsory deposit.

(2) Any sum standing to the credit of any subscriber to or depositor in, any such fund at the time of his decease and payable under the rules of the fund to any dependant of the subscriber or depositor, or to such person as may be authorised by law to receive payment on his behalf, shall, subject to any deduction authorised by this Act and, save where the dependant is the widow or child of the subscriber or depositor, subject also to the rights of an assignee under an assignment made before the commencement of this Act, vest in the dependant, and shall, subject as aforesaid, be free from any debt or other liability incurred by the deceased or incurred by the dependant before the death of the subscriber or depositor.

#### Provisions regarding repayments

4. (1) When under the rules of any Government or Railway provident fund the sum standing to the credit of any subscriber or depositor, or the balance thereof after the making of any deduction authorised by this Act, has become payable, the officer whose duty it is to make the payment shall pay the sum or balance, as the case may be, to the subscriber or depositor, or, if he is dead, shall—

- (a) if the sum or balance, or any part thereof, vests in a dependant under the provisions of section 3, pay the same to the dependant or to such person as may be authorised by law to receive payment on his behalf; or
- (b) if the whole sum or balance, as the case may be, does not exceed five thousand rupees, pay the same,

or any part thereof, which is not payable under clause (a), to any person nominated to receive it under the rules of the fund, or, if no person is so nominated, to any person appearing to him to be otherwise entitled to receive it; or

(c) in the case of any sum or balance, or any part thereof, which is not payable to any person under clause (a) or clause (b) pay the same—

- (i) to any person nominated to receive it under the rules of the Fund, on production by such person of probate or letters of administration evidencing the grant to him of administration to the estate of the deceased or a certificate granted under the Succession Certificate Act, 1889, or under the Bombay Regulation VIII of 1827, entitling the holder thereof to receive payment of such sum, balance or part, or
- (ii) where no person is so nominated, to any person who produces such probate, letters or certificate;

Provided that, where the whole or any part of any sum standing to the credit of the subscriber or depositor has been assigned to any other person before the commencement of this Act, and notice in writing of the assignment has been received by the officer from the assignee, the officer shall, after making any deduction authorised by this Act and any payment due under clause (a) to or on behalf of the widow or children of the subscriber or depositor—

- (i) if the subscriber or depositor or, if he is dead, the person to whom in the absence of any valid assignment the sum or balance would be payable under this sub-section gives his consent in writing, pay the sum or part or the balance thereof, as the case may be, to the assignee, or

- (ii) if such consent is not forthcoming, withhold payment of the sum, part or balance, as the case may be, pending a decision of a competent civil court as to the person entitled to receive it.

(2) The making of payment authorised by sub-section (1) shall be a full discharge to the Government or the railway administration, as the case may be, from all liability in respect of so much of the sum standing to the credit of the subscriber or depositor as is equivalent to the amount so paid.

### **Rights of nominees**

5. (1) Subject to the provisions of this Act, but otherwise notwithstanding anything contained in any law for the time being in force or any disposition, whether testamentary or otherwise, by a subscriber to, or depositor in, a Government or Railway Provident Fund of the sum standing to his credit in the fund, or of any part thereof, any nomination duly made in accordance with the rules of the fund, which purports to confer upon any person the right to receive the whole or any part of such sum on the death of the subscriber or depositor, shall be deemed to confer such right absolutely; until such nomination is varied by another nomination made in like manner or is expressly cancelled by the subscriber or depositor by notice given in such manner and to such authority as is prescribed by those rules.

(2) Notwithstanding anything contained in the Succession Certificate Act, 1889, or the Bombay Regulation VIII of 1827 any such person shall, on the death of the subscriber or depositor, be entitled to the grant of a certificate under that Act, or that Regulation, as the case may be, entitling him to receive payment of such sum or part, and such certificate shall not be deemed to be invalidated or superseded by any grant to any other person of probate or letters of administration to the estate of the deceased.

### Power to make deductions

6. When the sum standing to the credit of any subscriber or depositor in any Government or Railway Provident Fund which is a contributory provident fund becomes payable, there may, if the authority<sup>1</sup> (specified in this behalf in the rules of the fund) so directs, be deducted therefrom and paid to <sup>2</sup>(Government or the Railway administration, as the case may be)—

- (a) any amount due under a liability incurred by the subscriber or depositor to <sup>3</sup>(Government or the railway administration), but not exceeding in any case the total amount of any contributions credited to the amount of the subscriber or depositor and of any interest or increment which has accrued on such contributions ; or
- (b) where the subscriber or depositor has been dismissed from <sup>4</sup>(his employment) for any reasons specified in this behalf in the rules of the fund, or where he has resigned such employment within five years of the commencement thereof, the whole or any part of the amount of any such contributions, interest and increment.

### Protection for acts done in good faith

7. No suit or other legal proceeding shall lie against any person in respect of anything which is in good faith done or intended to be done under this Act.

### Power to apply the Act to other provident fund

8. The Local Government may, by notification in the local official Gazette, direct that the provisions of this Act

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1. These words were substituted for the words "by which the fund has been constituted" by the Provident Funds (Amendment) Act, 1925 (28 of 1925).
  2. These words were substituted for the words "that authority" by *ibid.*
  3. These words were substituted for the words "that authority" by *ibid.*
  4. These words were substituted for the words "the employment of that authority" by *ibid.*

shall apply to any provident fund established for the benefit of its employees by any local authority within the meaning of the Local Authorities Loans Act, 1914, and, on the making of such declaration, the Act shall apply accordingly, as if such provident fund were a Government Provident Fund and such local authority were the Government.

### **Savings as to estates of soldiers**

9. Nothing in section 4 or section 5 shall apply to money belonging to any estate for the purpose of the administration of which the Regimental Debts Act, 1893, applies.

[ 10 ]

## **GOVERNMENT OF WEST BENGAL**

### **EDUCATION DEPARTMENT, SECONDARY BRANCH**

No. 2156-Edn(S)  
1E-14/67

Dated Calcutta, the 20th Sept., 1967

From : Dr. B. Datta. Secretary, Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal.

**Sub : Terminal benefits for teaching and non-teaching staff of secondary schools.**

The undersigned is directed to say that at present teaching and non-teaching staff of secondary schools are allowed the benefits of the Contributory Provident Fund. The employer's contribution is  $6\frac{1}{4}\%$  of pay, the employee's contribution being also  $6\frac{1}{4}\%$  of pay. The question of allowing terminal benefits to the teaching and non-teaching staff of secondary schools has been under the consideration of Government for some time. The Governor has now been pleased to decide that the Contributory Provident Fund-cum-Pension Scheme should be sanctioned

for all approved permanent whole-time teaching and non-teaching staff of recognised non-Government secondary schools including Senior Basic Schools and Madrasahs which have come or may come under the Grant-in-aid Scheme. The Scheme will come into force with effect from the 1st April, 1966.

2. Under this Scheme, the teaching and non-teaching staff will be entitled to the following benefits :—

- (a) Contributory Provident Fund with employer's contribution @  $6\frac{1}{4}\%$  of pay and employees' contribution @  $6\frac{1}{4}\%$  of pay. This provision is already in force.
- (b) Pension equal to  $1/120$  of the average of the last three years' employee's pay for every completed year of service (after ten completed years) up to a maximum of  $30/120$  of the pay.
- (c) If an employee has put in five years' service but less than ten years, he will be entitled to receive gratuity @  $\frac{1}{2}$  month's pay for each completed year of service.
- (d) If an employee dies while in service after putting in service between 5 and 20 years, his family will be entitled to a gratuity @  $\frac{1}{4}$ th of one month's pay for each completed year of service subject to a minimum of Rs. 500.
- (e) If an employee dies while in service after completing twenty years' service, his family will get a pension equal to half the pension admissible to the employee, had he retired on the date of his death subject to a minimum of Rs. 20 per month and maximum of Rs. 75 per month for a period of five years from the date of the death of the employee.

3. In regard to matters not specified in this order, the provisions of the Civil Service Regulations, Pension Rules and the Contributory Provident Fund Rules of the State Government as amended from time to time will apply.

4. A separate communication will follow regarding the procedure to be followed in the matter of sanctioning and payment of pension. In the mean time steps should be taken for maintaining the record of the service of the teaching and non-teaching staff of secondary schools.

5. The additional charge involved during the current financial year will be debited to the head, "W. Development Schemes—Fourth Five-Year Plan—Secondary Education—Improvement of the condition of service of staff in secondary schools" in the 28-Education Budget.

6. The Accountant General, West Bengal has been informed.

7. This order issues with the concurrence of the Finance Department of this Government, vide their U. O. No. AVII/1803, dated the 16th September, 1967.

Sd/ B. Datta,  
Secretary

[ 11 ]

## GOVERNMENT OF WEST BENGAL

EDUCATION DEPARTMENT, SECONDARY BRANCH

No. 1610—EDN(S) Dated Calcutta, the 18th July. 1968.  
1E—14/67—Pt.

From : Dr. B. Datta, Secretary, Govt. of West Bengal.

To : The Director of Public Instruction, West Bengal.

**Sub : The Recognised Non-Govt. Secondary Institutions Pension Rules.**

In continuation of paragraph 4 of Govt. order No. 2156-Edn. (S), dated the 20th September 1967, the undersigned is directed, by order of the Governor, to say that the Governor has been pleased to accord his approval to "the Recognised Non-Government Secondary Institutions Pension Rules" attached hereto and also to the introduction thereof with effect from the 1st April, 1966.

2) Immediate steps should be taken for implementation

of the aforesaid Rules and for circulation of the same to all recognised Non-Govt. Institutions participating in the Grants-in-aid scheme, through the District Inspectors/Inspectresses of Schools concerned. Printed copies of the Rules will follow soon.

3. The Accountant General, West Bengal, has been informed.

4. This order issues with the concurrence of the Finance Department of this Government, vide their un-official note No. A. VII/943, dated the 27th May, 1968.

Sd/- B. Datta,  
Secretary

## GOVERNMENT OF WEST BENGAL

### EDUCATION DEPARTMENT—SECONDARY BRANCH

### PENSION RULES

#### CHAPTER I

##### Preliminary

1. (1) These rules may be called the Recognised Non-Government Secondary Institutions Pension Rules.

(2) They shall be deemed to have come into force with effect from the 1st April, 1966.

2. These rules shall apply to permanent employees (both teaching and non-teaching) serving in recognised Non-Government Secondary Institutions participating in the Grants-in-aid Scheme.

#### CHAPTER II

##### Definitions

3. In these rules, unless there is anything repugnant in the subject or context,—

(a) "Approved" means approved by the Board of Secondary Education, West Bengal or the Director of Public Instruction, West Bengal, as the case may be ;

(b) "Board of Secondary Education, West Bengal" means the Board of Secondary Education, West Bengal, established under the West Bengal Secondary Education Act, 1950 ;

(c) "Director" means the Director of Public Instruction, West Bengal ;

(d) "Emoluments" means actual pay drawn including special pay, or where the actual pay drawn is in excess of the maximum of the approved scale of pay of the particular post, the maximum of the approved scale of pay for the particular post under the Grants-in-aid Scheme ;

(e) "Employee" means an approved teacher or a librarian or a clerk or fourth grade staff permanently employed on a full-time basis against a whole-time teaching or non-teaching sanctioned post in an institution whose salaries are not paid out of 'Contingencies' ;

(f) "Family" includes (i) wife in the case of male employee, (ii) husband in the case of female employee, (iii) sons ( including step-sons ), (iv) unmarried or widowed daughters ( including step-daughters ), (v) brothers below the age of 18 years and unmarried or widowed sisters, (vi) father, and (vii) mother ;

(g) "Government" means Government of West Bengal ;

(h) "Institution" means recognised non-Government Secondary Institutions ;

(i) "Leave" means any kind of leave admissible to an employee under the rules applicable to him ;

(j) "Pension-sanctioning authority" means the Director or the officer authorised by him on his behalf ;

(k) "Private Management" means management by an approved Managing Committee or Ad-hoc Committee or Administrator of an Institution or management by a local authority, or by a Society or a voluntary educational organisation registered under the West Bengal Societies Registra-

tion Act, 1961, with the assistance of an approved Managing Committee ;

(l) "Qualifying service" means service rendered in any institution by an employee for any period from the date of his permanent appointment to the date of his superannuation except the period of extraordinary leave, period of suspension for which full pay was not admissible and drawn and the period of any break of service ;

(m) "Recognised Non-Government Secondary Institution" means Higher Secondary School, Multipurpose School, High School, Junior High School, Senior Basic School, Senior Section of Complete Basic School, Class XI Madrasah, High Madrasah, and Junior Madrasah under private management which have been duly recognised by the Director of Public Instruction, West Bengal, or the West Bengal Board of Secondary Education or the West Bengal Board of Madrasah Education, as the case may be, and have been participating in the Grants-in-aid Scheme of the Education Department, Government of West Bengal.

*Note :* An institution shall be treated to have participated in the Grants-in-aid Scheme of the State if it has been in receipt of lump, salary deficit or deficit grant for its regular maintenance from the Director of Public Instruction, West Bengal, or any other officer, authorised by him in this behalf, although the grant was temporarily withheld for non-fulfilment of any of the requisite conditions for such grant and is subsequently restored on the fulfilment of the conditions of the grant :

Provided that any institution which was in receipt of such lump, salary deficit or deficit grant under the Board of Secondary Education, West Bengal, although the grant had been temporarily withheld for non-fulfilment of any of

the requisite conditions and was subsequently restored on the fulfilment of the conditions of the grant, shall be deemed to have participated in the Grants-in-aid Scheme ;

(n) "Sanctioned" means sanctioned by the Board of Secondary Education, West Bengal, or the Director of Public Instruction, West Bengal on a permanent basis ;

(o) "Service Book" means the document which contains record of service of an employee in any Institution ;

(p) "Year" means the financial year commencing on the first day of April.

### CHAPTER III

#### Service Record

4. An employee to whom these rules are applicable must have a Service Book\* in which the record of his service in different Institutions, whether it is continuous or not, shall be maintained. The Headmaster/Headmistress of an Institution in which an employee is serving or has last served, shall open a Service book for such employee and record his services therein and shall get the Service Book countersigned by the District Inspector/Inspectress of Schools concerned. In the case of an employee having previous services in some other Institution, the Headmaster/Headmistress opening the Service Book shall send the Service Book to the Headmaster/Headmistress of the Institution in which such employee previously served for recording in the Service Book the services of such employee in such Institution and for countersignature by the District Inspector/Inspectress of Schools concerned. The District Inspector/Inspectress of Schools shall verify the service record with relevant records before countersignature, If

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\*For details kindly go through the Service Book published by the West Bengal Headmasters Association.

the services of an employee whose service before the partition of Bengal in a School which is now in East Pakistan, cannot be established by documentary evidence, contemporary evidence may be accepted if the same be countersigned by a Gazetted Officer either in the service of or retired from the Central/State Government. Where the services of an employee cannot be clearly established, three-fourths of such services rendered by him may, at the discretion of the pension-sanctioning authority, be taken as qualifying service.

5. The Service Book and the leave account shall be in the proforma prescribed for Government employees in non-Gazetted Service.

6. Service rendered by an employee before he has completed 20 years of age shall not qualify for pension.

7. War service or Military service rendered by an employee shall count as qualifying for pension under these rules, provided the same has not been considered for military pension and the employee concerned was duly deputed for the service and the service would have otherwise qualified for pension.

8. Service rendered in other States shall not count as qualifying service.

9. Service not rendered in an Institution shall not count as qualifying service.

10. Break in qualifying service of an employee for a period exceeding one calendar year shall entail forfeiture of his past services for the purpose of these rules.

#### CHAPTER IV

##### Retirement on Superannuation

11. Qualifying service for pension shall be counted up to the age of retirement on superannuation as laid down in the order of Government as amended from time to time. Service rendered after attainment of the age of superannua-

tion shall be considered as re-employment for the purpose of these rules and the same shall not be considered as qualifying for pension.

*Explanation :* For the purpose of this rule, the date of superannuation shall be reckoned from the date of birth on the basis of the Higer Secondary/Matriculation/School Final Pass Certificate or other equivalent pass certificates. In the case of those employees whose date of birth cannot be ascertained from any such certificate or who are not required to possess such a certificate, the date of birth entered in the Service Book on the basis of an affidavit shall be taken into account for the purpose of determining the date of superannuation. In case the year of birth is known but not the month, the first day of July of the year shall be taken as the date of birth. When both the year and the month of birth are known but not the actual date, the 16th day of the month shall be taken as the date of birth.

#### CHAPTER V Eligibility for Pension

12. Subject to satisfactory service, an employee shall be eligible for pension—

- (i) on attaining the age of superannuation, provided he has completed at least ten years of qualifying service, or
- (ii) on voluntary retirement after completing 25 years of qualifying service, or
- (iii) on medical certificate of permanent incapacity for further service from Government District Medical Officer on completion of a minimum of ten years' qualifying service, or
- (iv) on discharge due to abolition of the post, or closure of the institution concerned due to withdrawal of recognition or other valid causes, provided he has completed at least ten years of qualifying service.

## CHAPTER VI

### Qualifying Service

13. The service of an employee shall not be counted as qualifying service for pension unless such employee holds a substantive post on a permanent establishment.

14. Continuous temporary or officiating service followed without interruption, by confirmation in the same or another post in institutions shall count as qualifying service.

15. Leave without pay, temporary suspension not followed by reinstatement, suspension allowed to stand as a penalty, overstay of joining time, leave subsequently not regularised and period of break of service shall not be reckoned as qualifying service.

16. Break of service for a period not exceeding one calendar year which was condoned by the Board of Secondary Education, West Bengal, or by the Director or an officer authorised by him in this behalf before the coming into force of these rules will entitle an employee to count his past service, excluding the period of break, towards pension, if otherwise permissible.

17. Vacations should be counted as qualifying service, provided an employee be present on both the closing and the re-opening dates and, if on leave, on either of the dates, the absent is regularised by sanction of leave by the competent authority.

18. Maternity leave with pay, duly sanctioned by the competent authority, shall count as qualifying service.

19. Decision of the Director or an officer authorised by him in this behalf in respect of qualifying service shall be final.

20. The Director or an officer authorised by him in this behalf may, at his discretion condone for reasons to be recorded in writing, a deficiency in the qualifying service of an employee proceeding on invalid or compensation pension up to three months if the qualifying service falls short of 10 years.

## CHAPTER VII

**Rate of Superannuation/Retiring/Invalid/  
Compensation Pension**

21. An employee shall be eligible for superannuation/retiring/invalid/compensation pension if he has rendered a total qualifying service of ten years or more at  $\frac{1}{120}$  of the average emoluments drawn by him during the last three years of his service, subject to a maximum of  $\frac{30}{120}$  of such average emoluments.

The rate of pension is mentioned below :—

Number of years of completed service	Scale of superannuation/retiring/ invalid/compensation pension
10	$\frac{10}{120}$ of average emoluments
11	$\frac{11}{120}$ do
12	$\frac{12}{120}$ do
13	$\frac{13}{120}$ do
14	$\frac{14}{120}$ do
15	$\frac{15}{120}$ do
16	$\frac{16}{120}$ do
17	$\frac{17}{120}$ do
18	$\frac{18}{120}$ do
19	$\frac{19}{120}$ do
20	$\frac{20}{120}$ do
21	$\frac{21}{120}$ do
22	$\frac{22}{120}$ do
23	$\frac{23}{120}$ do
24	$\frac{24}{120}$ do
25	$\frac{25}{120}$ do
26	$\frac{26}{120}$ do
27	$\frac{27}{120}$ do
28	$\frac{28}{120}$ do
29	$\frac{29}{120}$ do
30 & above	$\frac{30}{120}$ do

22. The average emoluments should be calculated on the basis of last three years' emoluments as defined in rule 3(d).

23. If the pensioner is employed after retirement from either a post in an institution or any other pensionable service and the emoluments of the said post are taken into account for purpose of grant from State funds, the pay during such employment should be so fixed that the pension admissible and the pay during re-employment together do not exceed the pay drawn at the time of retirement.

24. The Director may, before issuing an order sanctioning the pension, make reduction in the pension for unsatisfactory services and conduct during the period of service of an employee, after giving him an opportunity of hearing. The measure of reduction in the amount of pension made under this rule should be to the extent by which the employee's service as a whole has failed to reach a thoroughly satisfactory standard.

25. There shall be no commutation of pension under these rules.

26. Pension sanctioned to an employee is not subject to attachment by any Court of law or by any other authority as this is meant for old-age provision.

27. Any financial liability of an employee to an institution in which he was employed detected after his retirement shall be realised from the pension under the orders of the Director. His decision in the matter shall be final.

## CHAPTER VIII

### Retiring Gratuity

28. An employee who has completed five years of qualifying service but whose service does not exceed ten years shall, if his service was satisfactory, be eligible for retiring gratuity at the rate of half month's pay for each completed

year of service. The rate of such gratuity is mentioned below :—

No. of years of completed service	Scale of gratuity
5	Two and half months of emoluments.
6	Three months of emoluments.
7	Three and half months of emoluments.
8	Four months of emoluments.
9	Four and half months of emoluments.

## CHAPTER IX

### Death Gratuity

29. (1) If an employee dies while in service after putting in qualifying service for five years but not exceeding twenty years, his family shall be entitled to death gratuity at the rate of one-fourth of one months' pay for each completed year of service subject to a minimum of Rs. 500/-

(2) Any employee to whom these rules apply may, provided he has completed five years' qualifying service, make a nomination conferring on one or more persons the right to receive the death gratuity that may be sanctioned under sub-rule (1) :

Provided that if, at the time of making the nomination, the employee has a family, the nomination shall not be in favour of any person or persons other than the members of his family.

(3) If an employee nominates more than one person under sub-rule (2) he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole amount of the gratuity.

(4) An employee may provide in a nomination—

- (a) in respect of any specified nominee, that in the event of his predeceasing the employee, the right conferred upon that nominee, shall pass to such other member of the employee's family as may be specified in the nomination ; and
- (b) that the nomination shall become invalid in the event of the happening of a contingency specified therein.

(5) The nomination made by an employee who has no family shall become invalid on his subsequently acquiring a family.

(6) Every nomination shall be in such one of the Forms A to D in the Schedule as may be appropriate in the circumstances of the case,

(7) An employee may at any time cancel a nomination by sending a notice in writing to the District Inspector/Inspectress of Schools concerned, provided that the employee shall along with such notice send a fresh nomination made in accordance with these rules.

(8) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of sub-rule (4) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) of that sub-rule, or sub-rule (5), the employee shall send to the District Inspector/Inspectress of Schools concerned, a notice in writing formally cancelling the nomination, together with a fresh nomination made in accordance with these rule.

(9) Every nomination made, and every notice of cancellation given, by an employee under this rule shall be sent to the District Inspector/Inspectress of Schools concerned, who shall, immediately on receipt of a nomination, countersign it indicating the date of receipt and keep it under his custody.

(10) Every nomination made, and every notice of cancellation given by an employee shall, to the extent that it is valid, take effect on the date on which it is received by the authority mentioned in sub-rule (9).

30. If an employee dies while in service after completing 30 years of qualifying service, his family shall be entitled to a pension for a period of five years from the date of his death equal to half the pension that would have been admissible to him had he retired on the date of his death, subject to a minimum of Rs. 20/- and a maximum of Rs. 75/- per month.

*Note :* Family for the purpose of this rule will include the following relatives of the employee, namely :—

- (a) wife, in the case of a male employee ;
- (b) husband, in the case of a female employee ;
- (c) minor sons ;
- (d) unmarried minor daughters ;
- and
- (e) dependent parents.

## CHAPTER X

### Procedure relating to Application for and Sanction of Pension

31. An employee, who is eligible for pension under these rules, shall submit a formal application for pension in a form to be prescribed by the Director, to the District Inspector/Inspectress of Schools concerned, through the Headmaster/Headmistress of the institution and the Headmaster/Headmistress shall immediately prepare the pension papers and forward the same to the District Inspector/Inspectress of Schools, along with the Service Book of the employee, duly completed.

32. The District Inspector/Inspectress of Schools

(4) An employee may provide in a nomination—

- (a) in respect of any specified nominee, that in the event of his predeceasing the employee, the right conferred upon that nominee, shall pass to such other member of the employee's family as may be specified in the nomination ; and
- (b) that the nomination shall become invalid in the event of the happening of a contingency specified therein.

(5) The nomination made by an employee who has no family shall become invalid on his subsequently acquiring a family.

(6) Every nomination shall be in such one of the Forms A to D in the Schedule as may be appropriate in the circumstances of the case,

(7) An employee may at any time cancel a nomination by sending a notice in writing to the District Inspector/Inspectress of Schools concerned, provided that the employee shall along with such notice send a fresh nomination made in accordance with these rules.

(8) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of sub-rule (4) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) of that sub-rule, or sub-rule (5), the employee shall send to the District Inspector/Inspectress of Schools concerned, a notice in writing formally cancelling the nomination, together with a fresh nomination made in accordance with these rule.

(9) Every nomination made, and every notice of cancellation given, by an employee under this rule shall be sent to the District Inspector/Inspectress of Schools concerned, who shall, immediately on receipt of a nomination, countersign it indicating the date of receipt and keep it under his custody.

(10) Every nomination made, and every notice of cancellation given by an employee shall, to the extent that it is valid, take effect on the date on which it is received by the authority mentioned in sub-rule (9).

30. If an employee dies while in service after completing 30 years of qualifying service, his family shall be entitled to a pension for a period of five years from the date of his death equal to half the pension that would have been admissible to him had he retired on the date of his death, subject to a minimum of Rs. 20/- and a maximum of Rs. 75/- per month.

*Note :* Family for the purpose of this rule will include the following relatives of the employee, namely :—

- (a) wife, in the case of a male employee ;
- (b) husband, in the case of a female employee ;
- (c) minor sons ;
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## CHAPTER X

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32. The District Inspector/Inspectress of Schools

concerned, shall record on the pension papers, after due consideration of the facts of the case, his/her provisional recommendation stating whether the pension should be admitted or not.

33. The District Inspector/Inspectress of schools shall then arrange, with the formal application for pension, all the documents relied upon for the verification of the service claimed, in such manner that they can be conveniently consulted, and forward all relevant papers to the Director.

34. The Director or an officer authorised by him in this behalf shall scrutinise the pension papers and shall forward the same to the Accountant General, West Bengal, for a report on the admissibility of the pension. On receipt of the Accountant General's report, the Director or an officer authorised by him in this behalf shall issue and order sanctioning the pension. On receipt of the order sanctioning the pension together with the connected documents in his office, the Accountant General, West Bengal, shall issue the pension payment order to the person concerned.

35. Pension shall be payable through Treasuries and Sub-Treasuries in West Bengal, according to the procedure to be laid down by the Accountant General, West Bengal.

36. Anticipatory pension, at a rate not exceeding 50% of the pension reported to be admissible by the Headmaster/Headmistress of the Institution, may be sanctioned, at the discretion of the pension-sanctioning authority for a period of one year, if he is of opinion that the process of final calculation after verification of the services at different institutions, will involve considerable time and cause hardship to the applicant. Such anticipatory pension shall be subject to adjustment with the amount of pension finally sanctioned.

37. In regard to matters not specified in these rules, the provisions of the Civil Service Regulations and the State Pension Rules as amended from time to time will apply.

# The Schedule

## Rule 29(6)

### Forms for nomination to receive the death gratuity

#### FORM A

(When the employee has a family and wishes to nominate one member thereof.)

I hereby nominate the person mentioned below, who is member of my family, and confer on him the right to receive any gratuity that may be sanctioned by Government in the event of my death while in service and the right to receive on my death any gratuity, which having become admissible to me on retirement may remain unpaid at my death :—

Name & address of nominee	Relationship with employee	Age	Contingencies on the happening of which the nomination shall become invalid.	Name, address and relationship of the person or persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee pre-deceasing the employee or the nominee dying after the death of the employee but before receiving payment of the gratuity.	Amount or share of gratuity payable to each

\*This nomination supersedes the nomination made by me earliar on-----which stands cancelled.

Dated this-----day of-----19 at-----

Witnesses to signature :

1.-----

2.----- Signature of employee

*Note :* The last column should be filled in to cover the whole amount of gratuity.

\*Strike out, if not applicable.

(To be filled in by the District Inspector/Inspectress of Schools)

Nomination by-----Signature of District Inspector/

Designation-----Inspectress of Schools-----

Institution-----Dated-----

# FORM B

(When the employee has a family and wishes to nominate more than one member thereof.)

I hereby nominate the persons mentioned below, who are members of my family, and confer on them the right to receive, to the extent specified below, any gratuity that may be sanctioned by Government in the event of my death while in service and the right to receive, on my death, to the extent specified below, any gratuity which having become admissible to me on retirement may remain unpaid at my death :—

Names & Addresses of nominees	Relation- ship with employee	Age	Amount or share of gratuity payable to each	Contingencies on the happening of which the nomination shall be- come invalid	Name, address and re- lationship of the person or persons, if any, to whom the right conferred on nominee shall pass in the event of the nominee pre-deceasing the employee or the nominee dying after the death of the employee but before re- ceiving payment of the gratuity.	Amount or share of gra- tuity payable to each

\*This nomination supersedes the nomination made by me earlier on——— which stands cancelled.

Dated this——— day of——— 19 at———.

Witnesses to signature.

1.———

2.———

Signature of employee

*Note 1 :* The employee shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

*Note 2 :* Fourth column should be filled in so as to cover the whole amount of gratuity.

*Note 3 :* The amount/share of gratuity shown in last column to cover the whole amount/share payable to the original nominees.

\*Strike out, if not applicable.

(To be filled in by the District Inspector/Inspectress of Schools)

Nomination by——— Signature of District Inspector/

Designation——— Inspectress of Schools

Institution——— Dated———

# FORM C

(When the employee has no family and wishes to nominate one person)

I, having no family, hereby nominate the persons mentioned below and confer on him the right to receive any gratuity that may be sanctioned by Government in the event of my death while in service and right to receive on my death any gratuity which having become admissible to me on retirement may remain unpaid at my death :—

Name & address of nominee	Relation ship with employee	Age	Contingencies on the happening of which the nomination shall become invalid	Name, address and relation- ship of the person or persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee pre-deceasing the employee or the nominee dying after the death of the employee but before receiv- ing payment of the gratuity.	Amount or share of gratuity payable to each.

\*This nomination supersedes the nomination made by me earlier on— which stands cancelled.

Dated this—day of—19 at—.

Witnesses to signature :

1. ———
2. ———

Signature of employee

\*Strike out, if not applicable.

(To be filled in by the District Inspector/Inspectress of Schools)

Signature of the District

Inspector/Inspectress of

Schools—

Designation—

Institution—

Dated—

# FORM D

(When the employee has no family and wishes to nominate more than one person)  
 I, having no family, hereby nominate the persons mentioned below and confer on them the right to receive, to the extent specified below, any gratuity that may be sanctioned by Government in the event of my death while in service and the right to receive on my death, to the extent specified below, any gratuity which having become admissible to me on retirement may remain unpaid at my death :—

Names & Addresses of nominees	Relation ship with employee	Age	Amount or share of gratuity payable to each	Contingencies on the happening of which the nomination shall become invalid	Name, address and rela- tionship of the person or persons, if any, to whom the right conferred on the nominee shall pass in the event of the nomi- nee pre-deceasing the employee or the nominee dying after the death of the employee but before receiving payment of the gratuity.	Amount or share of gratuity payable to each

\*This nomination supersedes the nomination made by me earlier on ——— which stands cancelled.  
 Dated this ——— day of ——— 19  
 at ———

Witnesses to signature :

1. ———
2. ———

Signature of employee

- Note 1 :* The employee should draw lines across the blank space below the last entry to prevent the insertion of any name after he has agreed.
- Note 2 :* Fourth column should be filled in so as to cover the whole amount of gratuity.
- Note 3 :* The amount/share of gratuity shown in last column should cover the whole amount/share payable to the original nominees.

\*Strike out, if not applicable.

(To be filled in by the District Inspector/Inspectress of Schools)

Nomination by \_\_\_\_\_ Signature of the District Inspector/  
Inspectress of Schools \_\_\_\_\_

Designation \_\_\_\_\_ Designation \_\_\_\_\_

Institution \_\_\_\_\_ Dated \_\_\_\_\_

*\*PROFORMA FOR ACKNOWLEDGING THE RECEIPT OF  
THE NOMINATION FORM BY THE DISTRICT  
INSPECTOR/INSPECTRESS OF SCHOOLS*

To \_\_\_\_\_

Sir,

In acknowledging the receipt of your nomination dated \_\_\_\_\_/ cancellation dated \_\_\_\_\_ of the nomination made earlier, in respect of Death Gratuity in Form \_\_\_\_\_, I am to state that they have been duly placed on record.

Dated \_\_\_\_\_ Signature of the District Inspector/  
Inspectress of Schools

\*To be used for each form.

By order of the Governor,  
Sd/ B. Datta  
Secretary to the Government of  
West Bengal

## FORMAL APPLICATION FOR PENSION.

From : .....

To : .....

**Subject : Application for sanction of pension.**

Sir,

I beg to say that I am due to retire from service with effect from the—, my date of birth being—I, therefore, request that steps may kindly be taken with a view to the pension and gratuity admissible to me being sanctioned by the date of my retirement. I desire to draw my pension from—Treasury.

2. I hereby declare that I have neither applied for, nor received any pension or gratuity in respect of any portion of the service qualifying for this pension and in respect of which pension and/or gratuity is claimed herein, nor shall I submit an application hereafter without quoting a reference to this application and the orders which may be passed hereon.

3. Should the amount of pension granted to me be afterwards found to be in excess of that to which I am entitled under the rules, I shall be called upon to refund such excess.

4. I enclose herewith :—

- (i) two specimen signatures of mine, duly attested,
- (ii) two copies of a passport-size photograph of mine, also duly attested,
- †(iii) two slips each bearing my left-hand thumb and finger impressions,
- (iv) two slips each showing particulars of my height and identification marks.

5. My present address is—and my address after will be—

Date—

(Signature)

Designation

Note : Any subsequent change of address should be notified to the Head of office.

† This is required only in the case of persons who are illiterate and can not sign their names.

(FIRST PAGE)

**APPLICATION FOR PENSION OR GRATUITY**

- 
1. Name of applicant ...
  2. Father's Name/Husband's Name ...
  3. Present Residence, showing Village, Post office & District ...
  4. Present or last employment (Name, address & category of the institution should also be indicated) ...
  5. Date of beginning of service in recognised Secondary Institution. ...
  6. Date of ending of service ...
  7. (a) Total period of military service, if any ...  
     Date of commencement and end of each period of military service ...  
     Amount and nature of any pension/gratuity received for the military service ...
  - (b) States in which service has been rendered in order of employment ...

## (SECOND PAGE)

8. (a) Length of total  
qualifying service ... Years : months : days :
- (b) Length of total non-  
qualifying service  
( i.e. Leave without  
Pay, Break in service  
etc.) ... ..
9. Class of pension or gra-  
tuity applied for ...
10. [Average] emoluments of  
pay for the last three  
years (Rule 22) ... ..
11. Proposed pension ... ..
12. Proposed retiring/death  
gratuity ... ..
12. (a) Proposed family pension  
in case of death while in  
service ... ..
13. Date from which pension  
is to commence ...
14. Place of payment ...
15. Date of applicant's birth  
by Christian era ...
16. Date on which the appli-  
cant applied for pension  
(application from en-  
closed) ... ..
17. Height ... ..
18. Marks ... ..

## THUMB AND FINGER IMPRESSIONS

Thumb	Forefinger	Middle Finger	Ring Finger	Little Finger
-------	------------	---------------	-------------	---------------

Signature of the Head of the Institution.

## (THIRD PAGE)

History of Service (Showing interruptions) of \_\_\_\_\_

Date of birth \_\_\_\_\_

Institutions including establishment, whether teaching or non-teaching	Designation & scale of pay	Pay	Special Pay	Date of beginning	Date of ending	Period reckoned as qualifying service	Period not reckoned as qualifying service i.e., leave without pay, break in service etc.	Remarks by the Head of the Institution	How verified with reference to acquittance rolls, contemporary evidence	Remarks by Audit Officer
1	2	3	4	5	6	7	8	9	10	11
Total period of service...										

(a) **Remarks by the Head of the institution.**

1. As to character and past conduct of the applicant
2. Explanation of any suspension or degradation
3. Regarding any gratuity or pension already received by the applicant
4. Any other remarks
5. Specific opinion of the Head of the Institution whether the service claimed is established and should be admitted or not.

(Signature of the Head of the Institution)

## (FOURTH PAGE)

## (b) Orders of the pension sanctioning authority :

The undersigned having satisfied himself that the service of Shri/Shrimati/Kumari\_\_\_\_\_has been thoroughly satisfactory hereby orders the grant of the full pension and/or gratuity which may be accepted by the Accountant General as admissible under the rules. The grant of the pension and/or gratuity shall commence from\_\_\_\_\_.

A sum of Rs.\_\_\_\_\_on account of\_\_\_\_\_is to be held over from the death/retiring gratuity till the outstanding dues are assessed and adjusted.

Or,

The undersigned having satisfied himself that the service of Shri/Shrimati/Kumari\_\_\_\_\_has not been thoroughly satisfactory hereby orders that the full pension and/or gratuity which may be accepted by the Accountant General as admissible under the rules shall be reduced by the specified amounts or percentage indicated below :—

Amount or percentage of  
reduction in pension \_\_\_\_\_

Amount or percentage of  
reduction in gratuity \_\_\_\_\_

The grant of this pension and/or gratuity shall take effect from\_\_\_\_\_.

A sum of Rs.\_\_\_\_\_on account of\_\_\_\_\_is to be held over from the death/retiring gratuity till the outstanding dues are assessed and adjusted.

The pension and death-cum-retirement gratuity are payable at\_\_\_\_\_Treasury and are chargeable to

This order is subject to the condition that should the amount of pension and/or gratuity as authorised by the Accountant General be afterwards found to be in excess of the amounts to which the pensioner is entitled under the rules, he/she will be called upon to refund such excess. A

## (FIFTH PAGE)

declaration from the applicant accepting this condition has been obtained and recorded in this office.

Signature and designation of the authority sanctioning pension.

**(c) Audit Enfacement.**

1. Total period of qualifying service which has been accepted for the grant of superannuation/retiring/invalid/compensation pension, death/retiring gratuity, with reasons for disallowances by the Audit Officer, if any.

Note : Service for the period commencing from——— and upto the date of retirement has not yet been verified, this should be done before the pension payment order is issued.

2. Amount of superannuation/retiring/invalid/compensation pension, death/retiring gratuity that has been admitted.

3. Amount of superannuation/retiring/invalid/compensation pension, death/retiring gratuity admissible after taking into account the reduction in pension and gratuity made by the authority sanctioning pension.

4. The date from which the superannuation/retiring/invalid/compensation pension is admissible.

5. Head of Account to which the retiring gratuity is chargeable.

Accountant General.

**APPLICATION FOR PENSION OR GRATUITY**

Date of application	...	...
Name of applicant	...	...
Last appointment	...	...
Class of pension or Gratuity	...	...
Amount of pension sanctioned	...	...
Amount of gratuity sanctioned	...	...
Date of commencement	...	...
Date of sanction	...	...

## Questionnaire in connection with a pension case

## Questions

## Answers

1. Whether each of the following documents are enclosed with the pension case :—

- (a) Application for pension in the Proper Form.
- (b) Service Book and leave account duly completed up to the date of retirement.

Has first page of the service book been checked and reattested within the last five years in verification of particulars therein, vide note at the bottom of the first page of the Service Book ?

- (c) Last Pay Certificate showing the date up to and the rate at which paid.
- (d) A copy of the first page of the pension application duly filled in and attested.
- (e) Two specimen signatures duly attested.
- (f) Two slips bearing left thumb and fingers impressions (Passport size photo where necessary) duly attested.

2. Has the entire service been verified from local records every year and recorded every year in the Service Book ?

Has a certificate of such verification been recorded also in the History of Service ?

3. Have you compared the date furnished in the History of Service on page 2 of the Form with those in the Service Book to see that they tally ?

4. Have the dates of substantive appointments to permanent posts and rates of his substantive pay therein been noted clearly in the Service Book ?

*Questions**Answers*

5. Whether in invalid pension cases, the invalid certificate in proper form has been obtained from the competent medical authorities and attached to the pension case ?

6. Has the date of reinstatement after suspension, if any, been properly noted in the Service Book ?

7. Has the declaration by proper authority been furnished in respect of the period, if any, spent under suspension ?

8. Has his pay in the prescribed scale been checked by the Audit and if so whether the checked statement has been attached to pension case ? If not checked, duplicate copies of the statement should be sent with the case.

9. Have all the columns of the Service Book been properly filled in under proper attestation ?

10. (a) Whether any special pay was drawn during the last 3 years of service ?

(b) If so, was it of the nature of duty allowance counting for pension ?

(c) Please state also reasons for grant of special pay attaching an attested copy of the orders of Government sanctioning it or classifying it as duty allowance.

11. Whether the incumbent would have drawn the special pay during leave, if any, during the last three years of service ?

(If so, a certificate to that effect should be recorded under proper attestation in the Service Book).

12. Did the officiating pay drawn during the last 3 years of service fulfil the conditions for counting it towards pension ?

*Questions**Answers*

(If so, the fact should be noted in the Service Book under proper attestation and all Absentee statements showing the nature of the vacancy or vacancies furnished with the pension case).

13. (a) Has the increment falling due within last 3 years of his service but during the first 4 months of leave on average pay been withheld ?

(b) If not withheld, has it been taken into account in the calculation of average emoluments ?

14. Is any amount (whether due to excess or overdrawals of pay, allowances of unrefunded balances of advances of pay, travelling allowance, house building etc., or dues on account of house building etc., or dues on house rent or otherwise) outstanding for recovery on any account from the pension ? If so a letter of consent may be obtained from the pensioner and attached to the pension case.

15. (a) In the case of death of pensioner whether nomination for gratuity is attached with the pension case ?

(b) In the absence of nomination whether claim for gratuity has been preferred by the legal authority as required under the rules.

(c) Whether the descriptive rolls, specimen signature, thumb & finger impressions of the legal heir or heirs in whose favour the gratuity is to be issued are attached with the pension case ?

16. (a) Is anticipatory pension & gratuity recommended by you ?

(b) In the case of anticipatory pension and gratuity whether declaration in the form prescribed has been obtained from the pensioner & attached with the pension case ?

*Questions**Answers*

17. In case of reinstatement after dismissal or removal of an employee whether a declaration from the competent authority has been furnished in the service book to show whether or not his previous service will count for pension or not ?

18. In case the applicant has service under more than one committee have you filled in the necessary particulars of service school-wise on the first page of the pension application ?

19. In case the applicant has been on foreign service under any non-Government body or party, please state the years of such foreign service & whether leave and pension contribution therefor have been duly credited to Government and advised to the Accountant General, West Bengal.

*Signature of the forwarding Officer*

[ 12 ]

**GOVERNMENT OF WEST BENGAL****Education Directorate**

No. 171 (500) SC/Pen  
OM - ISc/Pen-69

24th April, 1970.

From :—The Director of Public Instruction, West Bengal.

To :—The Headmaster/Headmistress

**Sub : Procedure for speedy disposal of Pension Cases of Non-Government Secondary Institutions.**

Since the introduction of the Pension Scheme, many cases for sanctioning Pension, Gratuity, etc. have been received in this office. On scrutiny of the cases it reveals that most of the cases are incomplete for want of particulars as required under the rules and as such delay is being caused for disposal of the cases.

In order to avoid delay in disposing of the Pension cases, the Headmasters/Headmistresses are requested to see if the particulars as per rules have been furnished. If so, the Pension papers may then be sent through the District Inspector/Inspectress of schools concerned.

For the quick disposal of the cases the following particulars must be supplied, inter-alia, with the Pension Application Form each in duplicate :—

(1) In the absence of the Service Book an attested copy of certificate of the Matriculation Examination or equivalent Examination may please be furnished to indicate the date of birth.

(2) First appointment or appointments in different schools, if any, must be supported with the attested copies of resolutions of the Managing Committee specifically indicating the date of such appointments and confirmation.

(3) Copies of approval of the appointments, extension of service by the Board of Secondary Education, West Bengal or any other authority should also be furnished.

(4) Second Page of the Pension Application Form should be carefully filled in, as it contains the history of services of the Pensioner and the amount of Pension is relied upon it.

Every stage of increment, in pay and termination should be mentioned in the respective Column indicating the dates. The reason for termination of service in Column 9 should be stated. It should also be stated in Column \* (under the name of the Institution) if the institution is aided one—the year from which it was aided should be mentioned.

(5) A statement showing the calculation of average pay for the last 36 months must be furnished long with the Pension papers.

(6) If the Pensioner has served in more than one institution—history of services as indicated under item (4) above should be filled in and signed by the Heads of different institution concerned for the respective period of service.

(7) A statement showing the leave taken with pay and without pay during the period of the last 3 years should also be furnished along with the Pension papers.

(8) Specimen signature in duplicate duly attested should be furnished along with the Pension case.

(9) Photographs of the Pensioner should also be furnished in duplicate affixed on separate slips.

(10) A declaration in the prescribed Proforma for sanctioning the anticipatory Pension, if preferred to, should also be furnished (a specimen copy of declaration is enclosed herewith).

(11) In the absence of any record regarding the services rendered in an institution now in East Pakistan, contemporary evidence indicating the period of services rendered in the institution from a Gazetted officer in service or retired may please be furnished.

(12) Copy of Last Pay Certificate indicating the date upto which the salary was paid to the Pensioner should also be furnished. Nature (permanent or temporary) and period of service should also be stated therein. It may also be stated therein whether the teacher had any financial liability to the school.

Before the Pension Paper is sent to the District Inspector/Inspectress of Schools—the Headmaster/Headmistress concerned should scrutinise if all the columns of the Application Form have duly been filled in and supported with the above documents in duplicate which can be relied upon for the verification of services claimed. If so, the papers may then be sent to the District Inspector/Inspectress of schools for his scrutiny and onward transmission to this office.

sd/—Illegible,  
for the Director of Public Instruction,  
West Bengal

**DECLARATION FOR ANTICIPATORY PENSION.**

I declare that whereas the (\*.....) has consented provisionally, to advance to me the sum of Rs.—a month, in anticipation of the completion of the enquiries necessary to enable the Government to fix the amount of my pension, I hereby acknowledge that, in accepting this advance, I fully understand that my pension is subject to revision on the completion of the necessary formal enquiries, and I promise to base no objection to such revision on the ground that the provisional pension now to be paid to me exceeds the pension to which I may be eventually found entitled. I further promise to repay any amount advanced, to me in excess of the pension to which I may be eventually found entitled.

Signature\_\_\_\_\_

---

\* Here State the designation of the officer sanctioning the advance.

XI

**NATIONAL FOUNDATION FOR  
TEACHERS' WELFARE**

[ 1 ]

**GOVERNMENT OF WEST BENGAL**  
**DIRECTORATE OF EDUCATION**

No. 392(200)Sc/G                      Cacutta, the 9th February, 1966  
OM-74G/65

From : The Director of Public Instruction, West Bengal  
To : The District Magistrate/Deputy Commissioner/Sub-  
Divisional Officer

**Sub : National Foundation for Teachers' Welfare, West  
Bengal—Rules for the administration of the  
schemes of financial assistance**

I have to state that Government in their No. 7389-Edn. (G) dated the 16th December, 1965 have been pleased to approve of the procedure for granting financial assistance to the teachers and their dependants under the Scheme of National Foundation for Teachers' Welfare, as adopted by the State Working Committee for the State of West Bengal. Copies of the rules are enclosed for your information.

It has been decided that the assistance programme for Teachers' Welfare should commence with retrospective effect from the 5th September, 1964. on the basis of available collections and allocations of fund to the State Working Committee by the Government of India, Ministry of Education. It is expected that 80 per cent. of the collections made after the 4th September, 1964 would be released towards the State's share for implementation of the programme of financial assistance to teachers and that the

balance would be transferred to the corpus of the fund. In recommending the case for financial assistance to teachers and their dependents as provided under the scheme, it is suggested that applications in the prescribed forms (Appendix A and B) may be received by the Chairman of the Sub-Divisional Working Committees. They may, if, necessary, arrange for an enquiry and, after being satisfied about the prayer, forward the applications, arranged in order of priority, to the President of the District Working Committee stating the amount recommended for each. The Chairman of the District Working Committee may forward to the Director of Public Instruction, West Bengal, the applications arranged in order of priority with the recommendations of the District Working Committees, stating the amount recommended for each. Necessary financial assistance may be given by the Director of Public Instruction, West Bengal, out of the funds to be received from the Government of India, Ministry of Education and according to the decision of the State Working Committee.

The District Inspectors of Schools have been requested to arrange for printing of the forms locally and give publicity to the scheme.

Sd. S. K. Roy

*for Director of Public Instruction, West Bengal*

#### APPENDIX—A

Particulars to accompany Application for Financial Assistance from the National Foundation for Teachers' Welfare

##### *For Teachers*

1. Full name and permanent address of the applicant (teacher) (In block letters).
2. Date of birth and age.
3. Whether the teacher is still in service—Yes/No.

4. If 'Yes' in (3) above, please give the following particulars in respect of the appointment held at present.

- (a) Designation.
- (b) Name of the institution where employed at present.
- (c) Whether the institution is a Govt. institution/Govt. aided institution/recognised private institution.

(d) Monthly emoluments :

(i) Pay

(ii) Allowances

Total :

(e) Date of appointment and total continuous service rendered as teacher up-to-date.

(f) Whether temporary/quasi-permanent/permanent.

(g) Pensionable or non-pensionable.

5. If the teacher is no longer in service, please furnish the following particulars in respect of the appointment last held :

(a) Age on termination of appointment.

(b) Last post held.

(c) Name of the institution last served.

(d) Whether the institution was a Govt. institution/Govt. aided institution/recognised private institution.

(e) Date of entry into service.

(f) Date of relinquishment of last appointment.

(g) Total service rendered as teacher.

(h) Reason for relinquishment of last appointment.

(i) The amount, if any, sanctioned as :

(i) Pension

(ii) Gratuity

(iii) Any other ex-gratia payments

Total :

(j) Amounts received on the termination of last appointment, as :

(i) Contributory Provident Fund assets

(ii) General Provident Fund assets

(iii) Matured claims on life insurance policies

(iv) Any other receipts

Total :

6. Approximate income from other sources, such as immovable investments, etc.—per annum :

7. Income from all sources of wife or any other members of the teachers' family not maintaining a separate household—per annum :

8. Please give the following particulars of the members of the teachers' family dependent on him/her :

Name	Age	Relationship	Profession	Monthly income, if any
1.				
2.				
3.				
4.				
5.				

9. Purposes and reasons for which financial assistance is requested (Please describe, in brief, the circumstances necessitating the assistance requested).

10. Amount of financial assistance required :

(i) In lump sum Rs.

(ii) Recurring (Monthly) Rs. for what period

11. Certificate : I (To be furnished by the applicant)

I certify that to the best of my knowledge and belief, the particulars given above are correct. I fully understand that in the event of any of them proving otherwise, I shall be liable to such action as the National Foundation for Teachers' Welfare may deem fit to take in the matter.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature of the

Applicant \_\_\_\_\_

(Official Stamp)

12. Certificate : II (To be furnished by the Head of the Institution where the teacher is serving or last served)

Certified that the applicant has correctly furnished the particulars of his/her service. Certified also that the applicant has shown uniformly good record of work, conduct and devotion to duty, during his/her entire period of service.

Place\_\_\_\_\_ Signature of the Head of  
Date\_\_\_\_\_ the Institution\_\_\_\_\_  
(Official Stamp)

13. Certificate : III (To be signed by two responsible citizens of the area in which the applicant may be resident. This certificate may be obtained from two Members of Local Panchayat, Members of State or Union Legislature, or Gazetted Officers of State or Central Govt.)

We certify that we know the applicant personally and can testify from our personal knowledge of his/her financial position and other circumstances to the genuineness of his/her needs and claim for assistance. The applicant is not related to any of us.

Place\_\_\_\_\_ (i) Signature\_\_\_\_\_  
Date\_\_\_\_\_ Designation\_\_\_\_\_  
(Official Stamp)  
(ii) Signature\_\_\_\_\_  
Place\_\_\_\_\_ Designation\_\_\_\_\_  
Date\_\_\_\_\_ (Official Stamp)

14. Decision of the Working Committee :

Place\_\_\_\_\_ Signature of the Chairman of the  
Date\_\_\_\_\_ Working Committee\_\_\_\_\_  
(Official Stamp)

#### APPENDIX—B

**Particulars to accompany Applications for Financial Assistance from the National Foundation for Teachers' Welfare.**

*(For Dependents of Teachers)*

1. Full name and permanent address of the applicant (dependent) (in block letters).

2. Date of birth and age of the applicant.
3. Name of the teacher to whom related.
4. Applicant's relationship to the teacher.
5. Whether the teacher is still alive—Yes/No.
6. If yes in (5) above whether the teacher is still in service—Yes/No.

7. If Yes in (6) above, give the following particulars in respect of the teacher :—

- (a) Date of birth and age.
- (b) Designation (post held at present).
- (c) Name of the Institution where employed.
- (d) Whether the Institution is a Government institution/Govt. aided institution/recognised private institution.

(e) Monthly emoluments :

(i) Pay

(ii) Allowances

Total :

(f) Date of entering service and total continuous service rendered as teacher up-to-date.

(g) Whether temporary/quasi-permanent/permanent.

(h) Pensionable or non-pensionable.

8. If the teacher is since dead or is no longer in service, furnish the following particulars in respect of the appointment last held.

(a) Age at death or on termination of appointment.

(b) Last post held.

(c) Name of the institution last served.

(d) Whether the institution was Govt. institution/Govt. aided institution/recognised private institution.

(e) Date of entry into service.

(f) Date of relinquishment of last appointment.

(g) Total service rendered as teacher.

(h) Reasons for relinquishment of last appointment.

(i) The amount, if any, sanctioned as :

(i) Pension.

- (ii) Gratuity  
 (iii) Any other ex-gratia payments  
 Total Rs. \_\_\_\_\_ per annum

(j) Amounts received on the termination of last appointment/death of the teacher, as

- (i) Contributory Provident Fund assets  
 (ii) General Provident Fund Assets  
 (iii) Matured claims life insurance policies  
 (iv) Any other receipts

Total Rs. \_\_\_\_\_ per annum.

9. Approximate income from other sources, such as immovable properties, investments, etc. Rs. \_\_\_\_\_ per annum.

10. Income from all sources of wife or any other members of the teacher's family not maintaining a separate household—Rs. \_\_\_\_\_ per annum.

11. Please give the following particulars of the members of teacher's family dependent on him/her (including the applicant) :—

Name	Age	Relationship	Profession	Monthly income, if any
1.				
2.				
3.				
4.				
5.				

12. Purposes and reasons for which financial assistance is required. (Please describe, in brief the circumstances necessitating the assistance required).

13. Amount of financial assistance required :

- (i) In lump sum Rs. \_\_\_\_\_  
 (ii) Recurring (Monthly) Rs. \_\_\_\_\_ for what period—

14. Certificate : I (To be furnished by the applicant)

I certify that to the best of my knowledge and belief, the particulars given above are correct. I fully understand that in the event of any of them proving otherwise, I shall

be liable to such action as the National Foundation for Teachers' Welfare may deem fit to take in the matter.

Place\_\_\_\_\_

Signature of the applicant\_\_\_\_\_

Date\_\_\_\_\_

15. Certificate : II (To be furnished by the Head of the Institution where the teacher is serving or last served).

Certified that the applicant has correctly furnished the particulars of the teacher's service. Certified also that the teacher has shown uniformly good record of work, conduct and devotion to duty, during his/her entire period of service.

Place\_\_\_\_\_

Signature of the Head of  
the Institution\_\_\_\_\_

Date\_\_\_\_\_

16. Certificate III : (To be signed by two responsible citizens of the area in which the applicant may be resident. This certificate may be obtained from two Members of Local Panchayat, Members of State or Union Legislature, or Gazetted Officers of State or Central Govt.)

We certify that we know the applicant personally and can testify from our personal knowledge of his/her financial position and other circumstances, to the genuineness of his/her needs and claims for assistance.

The applicant is not related to any of us.

Place\_\_\_\_\_

(i) Signature.\_\_\_\_\_

Date\_\_\_\_\_

Designation\_\_\_\_\_

(Official Stamp)

Place\_\_\_\_\_

(ii) Signature\_\_\_\_\_

Date\_\_\_\_\_

Designation\_\_\_\_\_

(Official Stamp)

17. Decision of the Working Committee :

Place\_\_\_\_\_

Signature of the Chairman of the  
Working Committee\_\_\_\_\_

Date\_\_\_\_\_

## XII

### GRANTS-IN-AID

[ 1 ]

#### GOVERNMENT OF WEST BENGAL

##### DIRECTORATE OF EDUCATION

No. 1059 (24) P

dated 2. 9. 1948

**General Principles to govern the revision of the rules for award of Grants-in-aid to High Schools in West Bengal.**

1. In a High School only the Post-Primary Classes (Classes V to X for the present) will be taken into account for calculating a grant.

2. The maximum enrolment in a class section should not normally exceed 40.

3. A High School should have a minimum enrolment of 200 pupils to earn a grant with a further proviso that not less than 20 per cent. of the pupils should be in the two top classes.

4. The average ratio between the number of teachers and the number of scholars in a school should be 1 : 20.

5. All teachers employed should be trained as early as practicable.

6. Of the total number of teachers at least half should be Trained Graduates during the next decade.

But at present an Honours Graduate or an M.A. or M.Sc. with five years of teaching experience in approved schools may provisionally be regarded as a trained teacher for the purpose of a grant.

7. The Headmaster should be an experienced teacher of proved ability and must possess at least a good Honours degree and a good B. T. degree.

8. The minimum fee-rates should be as follows :—

Area	Classes		
	V-VI	VII-VIII	IX-X
	Rs	Rs a.	Rs a.
Calcutta and Howrah	5	5 8	6 0
District towns and industrial areas	4	4 8	5 0
Rural areas	3	3 12	4 8

Free-studentships up to 10 per cent. may be granted in Calcutta and Howrah schools, 15% in schools in district towns and in the industrial areas, and 20 per cent. in schools in rural areas. The Director of Public Instruction may, however, fix a lower limit in the initial years in consideration of the economic conditions of any particular area.

9. For the purposes of grant-in-aid schools with enrolment over 750 need not be taken into consideration now : they present special problems. They may however require non-recurring grants for special purposes and their requirements will be considered ad hoc.\*\*\*\*\*

Schools should provide for the following amenities prescribed in the Report of the School Building Committee of the Central Advisory Board of Education :—

- (i) efficient administrative machinery for the proper conduct of school,
- (ii) suitable site for erecting satisfactory school buildings,
- (iii) adequate playing fields and grounds for physical culture,
- (iv) a well-equipped library,
- (v) proper laboratories and workshops,
- (vi) satisfactory drinking water supply,
- (vii) sanitary facilities, and
- (viii) amenities for out of school activities.

10. \*\*\*\*\*

The probationary period for teachers will be two years. All teachers on confirmation should be entitled to a contributory provident fund, the management contributing  $6\frac{1}{4}$  per cent. In addition, an allowance of Rs. 20 per month should be attached to certain posts of responsibilities in a school such as Heads of Studies, Director of Sports and Games etc. Dearness Allowance at the flat rate of Rs. 10 per month should be granted to teachers for the next three years. At the end of the three-year period the position will be reviewed.

11. The salary of the teachers may be treated as approximately 75 to 80 per cent. of the total budget of the school. The balance will cover the cost of (a) administration, (b) books, stationery and equipment, (c) special services including school meals, school health services etc.

12. *Mode of calculation.*—The grant should be fixed at (a) half of the salary of the trained teachers in non-rural areas (but may be raised to 60% of this salary in rural areas for the first decade), (b) one-third of the salary of the untrained (but approved) teachers, and (c) one-third of the expenditure other than the salary of the teachers. This formula it is believed will encourage the school management to get their teachers trained. Of the existing teachers who have rendered approved service in a school for more than 10 years, the Directorate will have the option of regarding them as equivalent to trained teachers for the purpose of calculating the grant. The maximum limit of a recurring grant may not however exceed the net deficit.

The Director of Public Instruction may however allow a school to earn a grant if he is satisfied that the school authorities will fulfil the conditions generally within one year from the sanction of the grant.

[ 2 ]

## GOVERNMENT OF WEST BENGAL

EDUCATION DEPARTMENT, GENERAL BRANCH

No. 2725-Edn. (G)

10 R—2/60

Dated 26th July, 1961

From : Shri S. R. Sen, Astt. Secy, Govt. of W. Bengal

To : The Director of Public Instruction, West Bengal

Sub : Revision of the rules for the award of grants-in-aid to the Secondary Schools in West Bengal.

The undersigned is directed to invite a reference to his U. O. No. 234 dated the 16th February, 1960 on the subject noted above and to say that under rule 9 of the G. O. No. 4448-Edn. dated the 25th November, 1948 and under clause 13 of Rule I of the Grant-in-aid Rules made under Notification No. 5899-Edn. dated 8th December, 1951, a High School with an enrolment of over 750 is not taken into consideration for the purposes of recurring grant-in-aid. Now that another (Class XI) has been added to some of the High Schools which have been upgraded to Class XI Higher Secondary Schools and diversified courses have also been introduced in some of them, it has been decided, pending further examination of other clauses of the notification, that the limit of maximum enrolment should be relaxed to the following extent :—

- |   |          |
|---|----------|
| (a) Higher Secondary Schools with one Course only                 | 850      |
| (b) Higher Secondary Schools with two or more diversified courses | ...1,000 |

Necessary steps for modification of clause 13 of Rule I of the notification referred to above are being taken separately.

Sd/-S. R. Sen  
Assistant Secretary

[ 3 ]

## BOARD OF SECONDARY EDUCATION, WEST BENGAL

No. GA/F-9.

Dated the 12th August, 1954

To

The Secretary.....

The following is the *minimum standard* of academic efficiency to be maintained by High Schools in receipt of or applying for grant-in-aid :—

- |   |        |                    |
|---|--------|--------------------|
| (1) For schools in Calcutta, Industrial Areas,<br>and District Headquarters | ... .. | 33 $\frac{1}{3}$ % |
| (2) For other areas   | ... .. | 25%                |
| (3) For Educationally Backward<br>and Unschooled areas                      | ... .. | 20%                |

Sd/-A. K. Chaudhuri  
for Finance Officer

[ 4 ]

## BOARD OF SECONDARY EDUCATION, WEST BENGAL

## Assessment of teachers' staff of a class-x school

Admissible number of teachers is determined as under :—

N—indicates number of Asstt. teachers admissible.

S—indicates total number of sections or class units.

39—periods of each section in a week.

29—minimum periods to be taken by each teacher in a week.

12—number of periods to be taken by the Headmaster/Headmistress in a week.

One more post may be sanctioned if the remainder is 7 or more.

$$N = \frac{39 \times S - 12}{29} \text{ plus 1 (Headmaster/Headmistress).}$$

## EXAMPLE

In case of a school with 8 class-units admissible number of teachers may be determined on the basis of the above formula.

$$N = \frac{39 \times 8 - 12}{29} \text{ plus 1 including the Headmistress}$$

$$= \frac{312 - 12}{29} \text{ plus 1}$$

$$= \frac{300}{29} \text{ plus 1}$$

$$= 10 \frac{10}{29} \text{ plus 1}$$

$$= 10 \text{ plus 1 plus 1 for the remaining 10 periods}$$

$$= 12 \text{ (Total number of teachers including the Headmaster or Headmistress).}$$

[ 5 ]

## GOVERNMENT OF WEST BENGAL

## EDUCATION DEPARTMENT

## Sanction &amp; Release of Grant

## INSTRUCTIONS (GENERAL)—1968-69

*Sanction and release of grants is subject, inter alia, to the fulfilment of the following conditions :—*

- (1) Satisfactory standard of discipline and satisfactory relation between the teachers and students should be maintained.
- (2) Total enrolment in Classes IX and X should not fall below 20% of the total roll strength up to Class X.

- (3) The minimum standard of academic efficiency to be maintained is as follows :—

(i)	For schools in urban area	...	...	33 1/3%
(ii)	For other areas	...	...	25%
(iii)	For educationally backward and unschooled areas	...	...	20%

- (4) The minimum roll strength in Classes V to X should be 150.

- (5) Maximum roll strength should be as follows :—

For X-Class High School (V—X)	...	700
For Higher Secondary School with one course	...	850
For Higher Secondary Schools with two or more courses	...	1000

- (6) Free-studentship upto 10% may be granted in Calcutta and Howrah schools, 15% in schools in district towns and in the industrial areas, and 20% in schools in rural areas.

### XIII

## WORKING DAYS AND HOLIDAYS

[ 1 ]

### WEST BENGAL BOARD OF SECONDARY EDUCATION

Circular No. 13/67

August 22, 1967

From : Deputy Secretary

To : The Heads of all Secondary Schools

**Re : Holidays to be observed by Schools**

The Heads of all Secondary Schools recognized by the Board are informed that in supersession of the directives contained in this office Circular No. 9/62 dated 22.5.62 on the above subject, the maximum number of vacation days and holidays in a year in Secondary Schools should not exceed 87 days. The authorities of the school may decide at their discretion which of the vacation days and holidays at present observed should be curtailed so as to restrict the total number of vacation days and holidays to the maximum of 87 days.

The Functions, Sports etc. of the Secondary Schools may henceforth be held on Sundays and other holidays or in the afternoon of Saturdays.

The dates of annual examination of Secondary Schools may henceforth be so fixed that the suspension of instructional work after that examination does not exceed 7 days.

It is desired that the authorities of the schools take steps to ensure that the total number of days available for instructional work does not fall below 200 in a year.

These steps are necessary in order to increase the number of days and hours for instructional work in Secondary Schools. If 200 days including Saturdays which

are half-holidays are available for instructional work, the total number of hours available for instructional work will be 1000 hours per year at an average of 5 hours of instructional work per day.

Sd./ Illegible  
Deputy Secretary

[ 2 ]

**BOARD OF SECONDARY EDUCATION, WEST BENGAL**

Circular No. 9/62

Dated, the 22nd May, 1962

From : The Secretary

To : The Heads of Class XI/Class X/Junior High Schools

**Sub : Holidays to be observed by Schools**

The undersigned is directed to state that references are sometimes received from schools enquiring about the admissible number of holidays in an academic session and also requesting the Board to approve the list of holidays prepared by them.

It is, therefore, notified that the number of holidays in all schools recognised by the Board will ordinarily be 85 in a calendar year. Holidays may also be declared on special occasions at the discretion of the Headmaster/Headmistress of a school but the number of such holidays should not exceed 10 in any circumstances in a calendar year. The list of holidays in a school should be got approved by the Managing Committee.

The approval of the Board of the said list is not required though a copy may be sent to it for information.

Sd/S. K. Sarkar  
for Secretary

[ 3 ]

## GOVERNMENT OF WEST BENGAL

## EDUCATION DEPARTMENT—SECONDARY BRANCH

No.  $\frac{1934 - \text{Edn(S)}}{36 - 164/66}$ 

Calcutta, the 28th July, 1967

From : Dr B. Datta, Secy, Govt. of W. Bengal

To : The Secretary,  
West Bengal Board of Secondary Education**Sub : Number of working days in educational institutions.**

I am directed to say that in accordance with this Department Order No. 989-Edn. dated 11th December, 1947, the total number of holidays including whole or half holidays granted on special occasions or festivals *must not* exceed 95 days in the year (excluding Sundays). The total number of holidays including 52 Sundays is, therefore 147. The remaining 218 days available as working days are at present utilised as follows :—

Working days for teaching	180 days
Half-yearly and Annual Examinations	20 days
Functions, Sports, etc.	5 days
Suspension of teaching work after the Annual Examination	13 days
	<hr/> 218 days

2. The Central Advisory Board of Education recommended at the meeting held at Panchmari in May, 1963, that the minimum number of working days in Secondary Schools should not be less than 220 in a year with a minimum of 1200 hours for instructional work.

3. I am directed, by order of the Governor, to state that after careful consideration of the question of increasing the number of days and hours for instructional work

in Secondary schools the Governor, in exercise of powers conferred by sub-section (2) of section 27 of the West Bengal Board of Secondary Education Act, 1963, is pleased hereby to order that for the present, the following steps should be taken :—

(i) Functions, sports, etc. of the Secondary Schools may henceforth be held on Sundays and other holidays or in the afternoon of Saturdays.

(ii) The dates of the annual examination of the Secondary Schools may henceforth be so fixed that the suspension of instructional work after that examination does not exceed seven days.

(iii) The maximum number of vacation days and holidays may be reduced from 95 days to 87 days.

The authorities of the schools may decide, at their discretion which of the vacation days and holidays should be curtailed so as to restrict the total number of vacation days and holidays to the maximum of 87 days.

(iv) The authorities of the schools may take steps to ensure that the total number of days available for instructional work does not fall below two hundred in a year.

4. If 200 days including Saturdays which will be half-holidays are available for instructional work, the total number of hours available for instructional work will be 1000 (one thousand) hours per year at an average of 5 hours of instructional work per day.

5. I am to request that necessary instructions may be issued to all Secondary Schools in accordance with above decisions.

Sd/B. Datta  
Secretary

## XIV

### ADMISSION AND FEES

[ 1 ]

#### BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 8/62

Dated, the 10th April, 1962

From : The Secretary

To : The Heads of all recognized schools

Re : **Admission and Re-admission**

The following rules should henceforth be followed in regard to admission of pupils to X-class or XI-class schools. This circular supersedes all other previous circulars regarding admission.

#### First Admission

(1) No first admission in a school shall be allowed to *any class higher than Class IX.*

(2) Cases of first admission to Class IX up to 15th of February need not be reported to the Board nor of first admission to lower classes up to 15th April.

(3) First admission to Class IX made between 16th February and 15th April must be reported to the Board in the prescribed form and with the prescribed fee (Rs. 3/- only), for approval.

(4) First admission either to Class IX or to any lower class, after the 15th of April will, in no case, be permitted.

#### Admission of Transfer Certificate

(5) All admissions on production of transfer certificates from recognized schools are subject to the following conditions :—

- (i) that the Head of the Institution where such admission is sought, finds the pupil fit for

admission to the class in which he has been reading, or to which he has been promoted, and

- (ii) that such admission is sought within one month from the date of discontinuance of studies of the pupil concerned.

(6) No admission on transfer should be made after the 31st August, without securing approval of the Board. The cases of admission of wards of Government employees on transferable service may however be considered, if necessary, up to the 31st October, *but not later*. An application for such approval must clearly state the reason for the transfer, and must carry the recommendation of the school where admission is sought.

(7) If a pupil in Class IX, X or XI, coming with a transfer certificate from a recognized school, fails to get admitted into another school within one month from the date of discontinuance of his studies in the former school, the case should be referred to the Board for condonation of break in the period of studies. Applications for the purpose must be made in the prescribed form along with a fee of Rs. 3/- only and should be forwarded by the Head of the Institution intending to admit the pupil. In similar cases of pupils in lower classes, if the Head of the admitting school is satisfied with the reason adduced for the break, he may admit the pupil.

(8) A pupil producing transfer certificates from Class IX of a recognized X-class school, may be admitted up to 15th April to Class IX of a recognized X-class or XI-class school. Admission on transfer certificate after this date may be allowed by the Board in exceptional circumstances. An application for such admission must state why admission could not be sought earlier, and must be forwarded to the Board with the recommendation of the Head of the Institution where admission is sought.

(9) Admission (i) to Class-X of an XI-class school on transfer from a X-class school, and (ii) to Class X of a X-class school on transfer from an XI-class school, may be allowed up to *15th February but not later*, provided the Head of the institution where admission is sought, certifies that the pupil has been found fit for admission and the school arranges to make up the pupil's deficiency.

In respect of a pupil admitted to an XI-class school, he shall, however, have to pass in the third language and Craft examination of Class IX of the school before he can be sent up for the Higher Secondary Examination.

(10) No admission to Class XI of a Higher Secondary School on transfer from a X-class school shall be allowed.

### Re-admission

(11) If a pupil seeks re-admission to the same school which he had left earlier, the Head of the Institution may re-admit him if he is satisfied about the reasons for the break.

(12) As a pupil is not required to pay tuition fees for more than 12 months, he will not have to pay for the month or months for which he has already paid, when he joins another school on Transfer Certificate. Both the schools, however, may charge session fees, unless he is exempted from payment of such fees by the new school. In case there is a break of studies after a pupil takes Transfer Certificate from a school, the Managing Committee of the school which he joins on Transfer Certificate, may also exempt payment of tuition fees for the intervening period wholly or partially on good and sufficient grounds.

This clause will also apply to cases of admission on transfer to non-Government Schools, of wards of Government employees on transferable service.

Pupils who temporarily suspend their studies and withdraw their names with due notice on account of ill-health or any other satisfactory reason shall on re-admission

be exempted from payment of tuition fees for the period of suspension of studies. They shall, however, be required to pay usual admission fees.

If a pupil applies for re-admission after his name has been struck off the roll, re-admission fee of Re.-1/- will have to be paid in addition to the tuition fee for the period of absence *plus* any other dues to the school which might be payable had he continued his studies regularly.

(13) A school shall not admit a pupil intending to offer a subject which involves practical work in the laboratory, unless the school has been authorized by the Board to teach the subject.

In the case of any other subject which a school does not teach, admission of a pupil offering such a subject may be considered by the Board only when this is sought on the ground of a change of residence, provided the pupil was doing the subject in his former school.

The Head of the institution should watch the pupil's progress in such a subject and arrange to hold the annual or test examination in the subject as the case may be.

(14) A pupil who discontinued his studies from a class below Class-IX shall not be admitted or re-admitted to a class higher than Class-IX, even if it is found that he could have been in that higher class had he continued his studies in a school.

Sd/- D. P. Ray Chaudhuri  
Secretary

[ 2 ]

#### BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 16/64

Dated 27th July, 1964

The Secretary, West Bengal Board of Secondary Education has issued the following *Press Note* :

It is hereby notified, until further orders an unsuccessful candidate at the Higher Secondary/School Final Examination conducted by the West Bengal Board of Secondary Education, may get himself admitted to Class-XI/Class-X of a recognised Class-XI/Class-X School in order to appear at the subsequent Higher Secondary/School Final Examination as a regular candidate. The last date for such admission is the 4th August of the year in which he is unsuccessful at the Higher Secondary/School Final Examination. Thereafter up to 2nd August a delay fee of Rs. 3/- for condonation of late admission is payable to the Board through the school. Permission for admission after 2nd August will not be granted except under very special circumstances.

Tuition fees from the month of July of the year in which he is unsuccessful at the Higher Secondary/School Final Examination are payable to the school by such a pupil. No admission fee should be charged if he be readmitted to the same school from which he was sent up for the examination as a bonafide pupil.

Sd/ A. Gupta  
for Secretary

[ 3 ]

## BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 22/63

Dated the 18th July, 1963

The Secretary, Board of Secondary Education, West Bengal, has issued the following *Press Note* :

Boys and girls who had been enrolled for the Higher Secondary Examination, 1963, but failed to pass or sit for examination, may appear as external candidates at the Higher Secondary Examination, 1964, without attending any school. It is, however, desirable that they should seek admission in a recognized Higher Secondary School.

1225 555

A candidate unsuccessful at the Higher Secondary Examination for the first time will not be allowed to appear as an external candidate for more than two successive years. Thereafter he will have to get himself admitted into Class-XI of a Higher Secondary School. The schools are requested to admit such candidates in Class-XI within prescribed dates.

Those who appeared with one or more subjects involving practical examination, may, however, attend *practical classes only* in a recognized Class-XI school on payment of half the normal tuition fee from the month of July, 1963. Such a pupil will be treated as a regular pupil of the school he joins. He must get himself admitted on or before 8th August, 1963 in Class-XI of a school which has permission to present candidates in the subjects he wants to offer. Thereafter up to 16th August, a delay fee of Rs. 3/- will be payable by the candidate to the Board through the school, for condonation of late admission. Permission for admission after 16th August will not be granted except under very special circumstances.

No admission fee will be charged from an unsuccessful candidate if he is re-admitted to the same school from which he was sent up for the examination as a bonafide pupil.

An external candidate will have to pass the Test Examination from a class-XI school in all the subjects including practical, if any, in which he appeared last. It may be noted that he will not be exempted from appearing at the practical examination to be held by the Board at the Higher Secondary Examination, 1964.

An external candidate will get the prescribed form and Instructions for admission to the test examination from a Class-XI school presenting regular candidates for the Higher Secondary Examination, 1964. Such a candidate shall sit for his test examination in the school wherefrom he secured the application form. It is desirable that he goes to the

school wherefrom he was sent up last time. If he wants to approach any other school he must make sure that the school teaches all the subjects he wants to offer. The Head of the institution will not accept the application of a candidate if it is found that some subject offered by the candidate is not taught in the school.

A completed application form for the Test Examination of an external candidate along with the necessary document and scrutiny fee of Rs. 2/- must be submitted on or before the 21st November, 1963, to the Head of the institution from which the candidate secured the form. A late application and the scrutiny fee of Rs 2/- will be received up to the 28th November, 1963, if accompanied by an additional fee of Rs. 5/-. No application received after the 28th November, 1963, will be entertained nor will any application or fee be received by the Board direct from a candidate. An external candidate permitted by a school to sit for the test examination will pay to the school a test examination fee of Rs. 8/- by such date as the school will prescribe.

Sd/B. Banerjee  
Secretary

[ 4 ]

## BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 20/54

Dated, the 7th June, 1954

To : The Heads of all recognised High Schools

Sub : **Excess admission**

The Administrator is concerned to note that the rules regarding number-limits and accommodation in class-rooms are not being followed in many schools.

Under the existing rules no teacher is allowed to teach more than 50 pupils at the same time in classes IX and X or any section thereof, and more than 40 pupils at the same time in any of the classes from VIII to V or any section

thereof. Further, the schools must provide accommodation at the rate of not less than 10 sq. ft. of floor-space for each pupil in a class-room. This condition may be relaxed in exceptional circumstances, but in no case the accommodation must be less than 10 sq. ft. per pupil for 80% roll-strength in the class.

The Administrator has noticed that in a large number of schools, the number of students in different classes have been allowed to exceed the prescribed limits sometimes by a large excess. The areas of such class-rooms are in many cases not enough to provide relaxed minimum limit of 8 sq. ft. floor-space for each pupil. To cite just one instance typical of such overcrowding, there are 47 pupils in a class-room of 206 sq. ft. This brings down the average floor-space to 4.4 sq. ft. per pupil, no allowance being however made for the teacher's seat and desk.

The Administrator feels that such congested class-rooms are very unfavourable for the health of the students and that they increase the risk of the pupils being easy victims of infectious and contagious diseases. He is also of the opinion that crowded class-rooms are very unsound from the educational point of view as no individual attention can be given to the students in such crowded classes.

It is desired that the aforesaid rules should be strictly followed from the next year. No excess admission should be made in any class *without the previous approval* of the Board. In addition to restricting the number-limit as prescribed under the rules, the schools should provide accommodation at least at the rate of 8 sq. ft. per pupil. Wherever necessary, additional sections should be opened to accommodate excess students. If there is dearth of class-rooms, Classes V and VI may be held in the morning and the rooms thus released may be utilised for opening sections for the other classes.

In the case of aided schools, the Board will always

entertain applications for sanction\* of additional teachers as may be required for opening additional sections. But it should be noted that each teacher must do at least 29 periods of class teaching in a week excluding tutorial work and the Headmaster should do 12 periods of class teaching in a week excluding tutorial work.

The Administrator will also sympathetically consider applications for extension of school buildings for proper accommodation and for equipment of science rooms etc., which should conform strictly to the prescribed rules.

Sd/-S. K. Chatterjee  
Secretary

[ 5 ]

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 1/June, 1952

Dated 21st June, 1952

From : The Assistant Secretary (General)

To : The Heads of all recognised High Schools

**Sub : First admission of boys from unrecognised schools**

It is hereby notified that transfer from unrecognised schools to recognised schools shall, for the purpose of admission be regarded as cases of first admission. The pupils coming from unrecognised schools should be examined by the Headmasters of the recognised schools in order to determine what classes they are fit for. The Heads of all recognised institutions are, however, required to ensure that such pupil produce transfer certificates from unrecognised schools while applying for first admission to their schools. Admissions without such transfer certificates from unrecognised schools will be regarded as highly irregular, and if the transfer certificates are withheld, the matter should be reported to the Board.

Sd/- S. K. Sarkar  
Assistant Secretary

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\* Additional posts and Building grants are now being sanctioned by the D.P.I.

[ 6 ]

## BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 6/64

Dated the 3rd April, 1964

From : The Secretary

To : The Heads of all schools

**Sub : Admission of wards and children of displaced persons  
from East Pakistan to recognised schools**

I am directed to state that facilities for admission to schools in West Bengal may be granted to the students who have recently migrated from East Pakistan in the wake of recent disturbances there. In seeking such admission the parents of the students should state in their applications to the Heads of Institutions that they intend to apply for Indian Citizenship in due course whereupon their wards may be admitted into the classes they are found fit for on usual test.

If a few excess admission is caused thereby, the school should obtain special permission from the Board on that account. A separate list of such students should be maintained by the school.

The admission of a Pakistani student will, however, continue to be governed by this office Circular No. 7/59 dated 1st June, 1959.

Sd/- A. Gupta  
for Secretary

[ 7 ]

## BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 7/59

Dated the 1st June, 1959

From : The Secretary

To : The Heads of all Schools

**Sub : Admission of Pakistani students into recognised  
schools.**

I am directed to request you to check and satisfy yourself before admitting a student from Pakistan into your

school, that he possesses a Visa of 'F' Category, which is issued to students. It is suggested that no application from a Pakistani student seeking admission into your school should be entertained unless his application has been duly forwarded and recommended by the High Commissioner/Deputy High Commissioners for India in Pakistan at Karachi/Lahore/Dacca.

Please note, however, that Pakistani nationals of diplomatic and non-diplomatic status serving in all Pakistani Missions in India and their dependants residing in India, are permitted to take the Board's examinations externally even if they do not possess 'F' Category Visas.

Sd/- D. P. Ray Chaudhuri  
*Secretary*

[ 8 ]

### BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 14/58

Dated the 13th May, 1958

From : The Secretary

To : The Heads of High Schools

The undersigned is directed to draw the attention of the Heads of all Recognised Schools in West Bengal to the following 'instructions on procedure to be followed for recording the date of birth of a pupil in the Admission Register of a Secondary School and for alteration of the entry of date of birth'. These instructions supersede all previous instructions on the subject and take effect from the 1st of June, 1958.

Sd/- N. Mozumder  
*for Secretary*

**Instructions on Procedure to be followed for Recording the Date of Birth of a pupil in the Admission Register of a Secondary School and for Alteration of the entry of Date of Birth.**

1. (a) These instructions are applicable to the cases of pupils (both boys and girls) of Secondary Schools.

(b) In these instructions the words 'legal guardian' means the father, or if the father is dead or incapacitated, the mother, or if both the parents are dead or incapacitated, the legal guardian of a pupil means, the one who is accepted as such by the Court of Law.

2. At the time of admitting a pupil to a recognised High School for the first time, the Headmaster/Headmistress must obtain from the legal guardian of the pupil a declaration in writing stating the pupil's exact date of birth according to the English Calendar. The declaration should preferably be supported by a certified extract from the BIRTH REGISTER or HOROSCOPE in original or such other document as can be accepted as an authentic record of the date of birth. Where no such documents are produced, the Headmaster/Headmistress may demand, if necessary, the production of an Affidavit duly sworn before a Magistrate by the legal guardian of the pupil.

3. The age of a pupil should not be entered in the Admission Register of the school unless his date of birth is declared by the legal guardian in the manner prescribed above. The guardian should be given necessary instructions in this regard by the Head of the Institution.

In the case of a pupil admitted on transfer from another recognised school or after failure at the School Final Examination, the date of birth should be entered in the Admission Register according to the *Transfer Certificate* or the *Admit Card* of the pupil, as the case may be.

The *Transfer Certificate* issued by an unrecognised school is not valid. In cases of admission on transfer from such a school all the instructions regarding first admission should be complied with.

4. The date of birth once entered in the Admission Register must on No Account be altered without Permission of the Board. Such alteration, when allowed, should be recorded in

*Red Ink* alongside the original entry in the admission register.

5. As soon as a pupil is promoted from Class IX to Class X in a 10-class school or from Class X to Class XI in an 11-class school, the Headmaster/Headmistress must forward to the legal guardian of the pupil a statement as per enclosed specimen proforma No. Age/1, showing the date of birth of the pupil as entered in the Admission Register. *This is most Important.* The statement must reach the legal guardian of the pupil by the 30th of April of the year in which the pupil is promoted to Class X or Class XI as the case may be and he should at the same time be instructed in writing to inform the Headmaster/Headmistress within the 15th July, if the date of birth has been correctly recorded. If no reply is received by the 15th of July, it will be taken that the guardian has accepted the entry in the Admission Register as correct. If, however, the legal guardian of the pupil informs the Headmaster/Headmistress that the date of birth has not been correctly recorded, and desires to have it altered, he should be asked to apply to the Board through the Headmaster/Headmistress of the school in the prescribed form No. 18 (specimen enclosed) with the following fee and documents—

- (i) A fee of Rs. 15/- (fifteen).
- (ii) Certified extract from the *Birth Register* or a *Horoscope in original*, or any other document mentioned in para 2 above or in the case of a Christian student the *Baptismal Certificate*, if any.

*N. B.* An affidavit sworn before a Magistrate by the legal guardian should be submitted if the Board asks for one. The affidavit is non-returnable.

- (iii) An 'explanation from the legal guardian as to the circumstances in which the date of birth was wrongly stated.
- (iv) An undertaking from the legal guardian in writing to the effect that he is prepared to appear before

the Age Correction Committee with his ward, if called upon to do so, at his own expense.

- (v) A certificate from the Headmaster/Headmistress to the effect that he/she has investigated the case and finds no reason to question it.

The application for alteration in the entry of date of birth together with necessary fee and documents must reach the office of the Board on or before the 31st July of the year in which the pupil is promoted to Class X or to Class XI as the case may be. If any such application is forwarded to the Board after the above-mentioned date but within the 31st of March of the following year, under exceptional circumstances, satisfactory explanation should also be submitted together with a delay fee of Rs. 5/- (five) in addition to the usual fee of Rs. 15/- (fifteen).

6. Application for alteration of date of birth of a pupil reading in any class below Class X may be made by the legal guardian of the pupil at any time during the school session with the relevant documents, papers and fees as mentioned under clause 5 of those instructions.

7. No application for alteration in the entry of date of birth of a pupil will be entertained after the 31st March of the year in which the pupil sits in the School Final or the Higher Secondary Examination for the first time except under circumstances provided hereafter.

8. The Headmaster/Headmistress should take special care to see that no clerical error occurs in entering the date of birth of a pupil from the Admission Register to Transfer Certificate, Application Form for Admission to the School Final or Higher Secondary Examination or the Admit Card. In the case of a candidate sent up for the School Final Examination, whose application for Correction of date of birth is pending with the Board, the fact of his having submitted such an application together with the number and date of the latest communication sent from the Board on the subject must be clearly mentioned in the Application

Form of the pupil for admission to the School Final or Higher Secondary Examination.

9. If in spite of all possible precautions, any clerical error occurs, the fact should be reported to the Board either by the Headmaster/Headmistress or by the legal guardian of the pupil through the Headmaster/Headmistress of the School for necessary correction in the entry of date of birth of the pupil. The report should be accompanied with the following fee and documents, in original :—

- (i) A fee of Rs. 2/-(two). This fee is payable by the School and not by the pupil. If the application is made after *31st July of the year* in which the boy sits for the School Final or Higher Secondary Examination for the first time but not later than 2 years from this date, a late fee of Rs. 2/-(two) is to be paid by the pupil, in addition to the usual fee of Rs. 2/- (two) to be paid by the school.
- (ii) A fee of Rs. 25/-(twentyfive) shall have to be paid if a case of clerical error is reported to the Board after the period mentioned in 9 (i) above, but not later than five years thereafter.
- (iii) An extract from the Admission Register of the school showing the first admission of the student in the school certified by the Headmaster/Headmistress of the school under his/her official seal and duly attested by the District Inspector/Inspectress of Schools or the local Sub-Divisional Officer or Govt. Officer not below the rank of a Dy. Magistrate.
- (iv) The Transfer Certificate (in original) of the student, if he was admitted into the school on transfer from a recognised school.
- (v) The Admit Card of the pupil if he was admitted or re-admitted after failure at the School Final or Higher Secondary Examination.

- (vi) A certificate from the Headmaster/Headmistress to the effect that it is a case of purely clerical error on the part of the school office.
- (vii) No application for correction of clerical error shall be entertained after the expiry of the period mentioned in 9 (ii) above.

10. If necessary, an authorised representative of the school may be required to call at the office of the Board with the Admission Register, the First Admission Form of the pupil or the Transfer Certificate or the Admit Card along with other necessary papers to establish that it is a case of clerical error.

11. In very exceptional circumstances, the Administrative Head of the Board of Secondary Education may at any time direct the Age Correction Committee to accept a case with the usual prescribed fee, provided, in his opinion, it is a fit case to be entertained.

*N.B.*—The fee should be paid by Crossed Postal Order or Money Order in favour of the Board of Secondary Education, West Bengal, or be deposited in cash in the office of the Board. It is not refundable.

These instructions supersede all previous instructions on the subject and take effect from the 1st of June, 1958.

[ 9 ]

## BOARD OF SECONDARY EDUCATION, WEST BENGAL

The following particulars are required if any clerical error is committed by school in recording date of birth of a student.

[B. S. E. (G) FORM NO. 43]

The relevant extract from the First Admission Form/  
Transfer Certificate/Admission Register of —————  
District ————— in connection with the correction of age/  
father's name of Sri/Sm. ————— in  
reference to O.I. No. ————— dated —————.

*First Admission form/Application for First Admission*

No. ————— Date —————  
 Name of the student—Sri/Sm. —————  
 Father's name—Sri —————  
 Class —————  
 Date of admission —————  
 Date of birth —————  
 Age on the date of admission —————  
 Signed by Sri —————

*Transfer Certificate*

No. ————— Date —————  
 Name of the student—Sri/Sm. —————  
 Father's name—Sri —————  
 Issued by —————  
 Date of leaving the former school —————  
 Date of birth —————  
 Age on the date of leaving the former school —————  
 Class —————

*Admission Register*

Sl. No. ————— Date —————  
 Name of the student —————  
 Father's name —————  
 Date of admission —————  
 Age on the date of admission ————— Date of birth —————  
 Class into which admitted —————  
 First admission or admitted on the basis of Transfer Certificate —————

Verified with the Admission Register/  
 Admission Form of —————

and Transfer Certificate Issued by —————

[ 10 ]

**BOARD OF SECONDARY EDUCATION, WEST BENGAL****Statement form for Alteration of Date of Birth of a Pupil***B. S. E. (G) FORM NO. 18*

(To be filled in by the Head of the Institution in reporting to the Board a case of alteration of date of birth of a pupil).

[The completed Form must reach the office of the Board along with usual fee of Rs. 15/- on or before the 31st of July of the year in which the pupil is promoted to Class-X or XI, as the case may be. Thereafter such a case may be entertained up to the 31st March of the year in which the pupil concerned will sit for the School Final/Higher Secondary Examination for the first time provided a late fee of Rs. 5/-(five) is paid in addition to the usual fee.]

*N.B.*—The Head of the Institution will please see that the Form has been properly filled in and full particulars have been furnished.

1. (a) Name of the pupil—————  
(b) Name of father—————  
Present residential address—————  
(c) Name of the Guardian as per School Register——  
Present residential address—————  
(d) Relationship with the guardian—————
2. Class in which the pupil is reading—————
3. Name of the school with full postal address—————
4. Date of application received from the guardian in  
this connection—————
5. Number and date of the last letter received from  
the Board in regard to alteration of date of birth of  
the pupil—————

6. (a) Whether the pupil concerned appeared at the School Final/Higher Secondary Examination previously, and if so, the year and the roll number—

(b) Whether the pupil concerned appeared at the Matriculation Exam. of the Calcutta University in any year, and if so, the year and the roll number—

7. Date of birth according to : Year Month Day

(i) Correction sought by the guardian—

8. Age on 1st March, 19 : Years Months Days according to

(i) Correction sought—

(ii) School Register—

Note : The form No. Age/1 (vide Circular No. 14/58 dated 13.5.58) by which the Guardian of the pupil was informed of the date of Birth of his ward must be enclosed.

9. Rs. 15/-

Rs. 20/- including the late fee of Rs. 5/-

Paid by Postal Order No—  
in cash on—

10. (a) In case of first admission :

(i) Date of admission—

(ii) Class into which the pupil was admitted—

(iii) Relationship of the pupil with the person who signed the Declaration/First Admission Form—

(iv) Date of birth as recorded in the Declaration/First Admission Form—

(v) Nature of document, if any, produced in support of the date of birth of the pupil at the time of admission—

(b) In case of admission on transfer :

(i) Details of the Transfer Certificate (on the basis of which the pupil was admitted to the School)

No-----Date-----

Issued by-----

(Name and address of the school)

Date of leaving the school-----

Date of birth-----

Age on the date of leaving the school-----

Class-----

(ii) Name and address of the school to which the pupil was admitted for the first time-----

Date of admission to that school-----

Class to which the pupil was admitted for the first time-----

(iii) Names and addresses of all other schools in which the pupil read thereafter, if any, and the period of study in each school-----

11. How the mistake first occurred, and why the matter was not reported to the Board earlier-----

(The Headmaster of the institution will certify whether he has personally investigated the case, and whether in his opinion, the case is a bonafide one and deserves favourable consideration by the Board.)

12. Nature of evidence submitted :

(i) Horoscope

(ii) Birth Registration Certificate

(iii) Baptismal Certificate, if any (in case of a Christian student)

(iv) Any other contemporaneous written record

(v) Affidavit.\*

\*N.B.—An affidavit shall be submitted if and when the Board directs the candidate to do so. *The Affidavit is non-returnable.*

[The Affidavit should be sworn by the legal guardian. The legal guardian means the father or if the father is dead or incapacitated, the mother. If both the parents are dead or incapacitated, the affidavit should be sworn by one who is accepted as legal guardian by Court of Law.]

Date\_\_\_\_\_

(Headmaster/Headmistress)

Seal of the School

[Signature in full]

[ 11 ]

# BOARD OF SECONDARY EDUCATION, WEST BENGAL

FORM NO, AGE/1

(This form should be produced by the School along with the application when one is made, for correction of age of a student.)

This is for the information of Sri\_\_\_\_\_

(Name of the guardian)

that the date of birth of his ward Sri\_\_\_\_\_

(Name of the student)

a candidate for the School Final or Higher Secondary Examination of 19.....stands recorded in the Admission Register of this School as\_\_\_\_\_

If this entry appears to the above-named guardian to be incorrect and he intends to get it corrected, an application

for correction along with the prescribed fee and necessary documents must be submitted by him to the Board of Secondary Education, West Bengal, through the Headmaster/Headmistress of this school within the 31st July of the current year if it has not already been done.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Signature of the  
Headmaster/Headmistress  
Seal of the Institution

The contents of this letter have been carefully noted by me.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the guardian

[ 12 ]

## BOARD OF SECONDARY EDUCATION, WEST BENGAL

B. S. E. (G) FORM NO. 3

### Statement Form

(To be filled in by the Headmaster in reporting  
a case of **Late Admission or Break of  
Studies**)

*N.B.*—Before filling in this form, the Headmaster should carefully note the directions on the reverse. (*The case of each student should be forwarded to the Board separately, with a note from the Headmaster in each case.*)

To be filled in by  
the office of the  
Board

1. Name of the student\_\_\_\_\_
2. Name of the school and class where  
the student read last\_\_\_\_\_
- District\_\_\_\_\_
3. Date when the student discontinued his  
studies last\_\_\_\_\_

(4) The cases of students who, having taken their transfer from one institution immediately before the commencement of the hot weather, Puja or Christmas vacations, join another institution within a week from the end of the respective vacation, need not be referred to the Board for sanction.

(5) If a pupil seeks re-admission to the same school which he had left earlier, the Head of the Institution may re-admit him if he is satisfied about the reasons for the break.

(6) Cases of late admission and break of studies of students, which require sanction of the Board should, when reported to the Board, be accompanied by a fee of Rs. 3/- in each case. The fee when remitted by Money Order should be addressed to the Accounts Officer of the Board, the *details* including the purpose of remittance being stated clearly on Money Order coupon.

[ 13 ]

**BOARD OF SECONDARY EDUCATION, WEST BENGAL**

Circular No. C/56/21

Dated the 17th Nov., 1955

To : The Heads of all High Schools

Sub : Spelling of the names and surnames of Bengali Hindu candidates for the School Final Examination.

The University of Calcutta follows a standardised practice of transliteration of the names and surnames of Bengali Hindu students. Successful candidates of the School Final Examination who later on got themselves admitted into the Calcutta University came to difficulty as the University followed their own spellings in respect of these candidates and certificates issued by the University bore the same spellings. The result was that many of these candidates were put to trouble in establishing their identity as their

names were not spelt in the same way in the certificates issued by the Board and the University.

The University brought the matter to our notice and requested us to follow the same method of spelling as they do in order to obviate this difficulty. The Board accepted the recommendation.

I am, therefore, directed to request you to be so good as to follow the method of transliteration as incorporated in the enclosure while writing the names of Bengali Hindu candidates for the School Final Examination on their application forms, as well as in the Statement Form No. 7 (a).

This may be treated as most important as a mistake in spelling on the part of the school or the candidate may put the latter into difficulties.

This system of spelling should also be followed as far as practicable in your school registers.

Sd/ B. Ghosh

*Asst. Secretary (Examinations)*

### Approved System of Transliterating Bengali Names & Surnames

(1) The Bengali letter 'অ' should be transliterated by the English letter 'a' :

e.g.	প্রমথ—Pramatha	প্রবোধ—Prabodh
	চন্দ্র—Chandra	প্রিয়—Priya
	মণি—Mani	

(2) The Bengali letter 'আ' by the English letter 'a' : e.g.

পাল—Pal	
কালীচরণ দাস—Kalicharan Das	
দাঁ—Dan ;	লাহা—Laha ; সাহা—Saha

(3) The Bengali letter 'ই' or 'ঈ' by the English letter 'i' :

e.g. সুধীর—Sudhir	অনাদি—Anadi
সুমতি—Sumati	নীরদ—Nirad
রবীন্দ্র—Rabindra	

- (4) The Bengali letter 'উ' or 'উ' by the English letter 'u' :  
e.g. কুণ্ড - Kundu ; উমেশ - Umes
- (5) The Bengali letter 'ঋ' by the English letters 'ri' :  
e.g. ঋতেন্দ্র - Ritendra ; ঋকৃতি - Sukriti
- (6) The Bengali letter 'এ' by the English letter 'e' :  
e.g. দে - De ; সেন - Sen ; স্বদেশরঞ্জন - Swadesranjan
- (7) The Bengali letter 'ঐ' by the English letters 'ai' :  
e.g. কৈলাস - Kailas মৈত্র - Maitra  
ত্রৈলোক্য - Trailokya বৈকুণ্ঠ - Baikuntha
- (8) The Bengali letter 'ও' by the English letter 'o' :  
e.g. গোপেন্দ্র - Gopendra সোম - Som  
সরোজ - Saroj অশোক - Asok  
মনোমোহন - Manomohan
- (9) The Bengali letter 'ঔ' by the English letters 'au' :  
e.g. মৌলিক - Maulik কৌশল্যা - Kausalya  
ভৌমিক - Bhaumik চৌধুরী - Chaudhuri
- (10) The Bengali letters 'ক' 'খ' 'গ' 'ঘ' 'ঙ' by the English letters 'k', 'kh', 'g', 'gh' and 'n' respectively :  
e.g. কার্তিক - Kartik গুরুচরণ - Gurucharan  
সাতকড়ি - Satkari ঘনশ্যাম - Ghanasyam  
খগেন্দ্র - Khagendra অনঙ্গ - Ananga
- (11) The Bengali letters 'চ', 'ছ', 'জ', 'ঝ', 'ঞ' by the English letters 'ch', 'chh', 'j', 'jh' and 'n' respectively : e.g.  
চন্দ্র - Chandra ঝঙ্কার - Jhankar  
জ্যোতিরিন্দ্র - Jyotirindra ছন্দা - Chhanda  
পঞ্চানন - Panchanan
- (12) The Bengali letters 'ট', 'ঠ', 'ড', 'ঢ', 'ণ' by the English letters 't', 'th', 'd', 'dh' and 'n' respectively : e.g.  
অটল - Atal পাণ্ডা - Panda

ঠাকুর - Thakur      ঢুলি - Dhuli

নারায়ণ - Narayan

(13) The Bengali letters 'ত', 'থ', 'দ', 'ধ', 'ন' by the English letters 't', 'th', 'd', 'dh' and 'n' respectively : e.g.

তারুণ - Tarun

মিত্র - Mitra

প্রমথ - Pramatha

ধীরেন্দ্র - Dharendra

দত্ত - Datta

বুদ্ধ - Buddha

(14) The Bengali letters 'প', 'ফ', 'ব', 'ভ', 'ম' by the English letters 'p', 'ph', 'b', 'bh', and 'm' respectively : e.g.

পরিমল - Parimal ;      ফণীন্দ্র - Phanindra

বিভূতি - Bibhuti ;      প্রভা - Prabha ;      মন্ডা - Mandra

(15) The Bengali letters 'য' by the English letters 'j' or 'y' and 'র', 'ল', 'ব' by 'r', 'l', 'b', ('w' in some cases) respectively : e.g.

যোগেশ - Joges

বরেন্দ্র - Barendra

অভয় - Abhay

বিশ্বাস - Biswas

আদিত্য - Aditya

অদ্বৈত - Adwaita

অমূল্য - Amulya

বন্দ্যোপাধ্যায় - Bandyopadhyay

শিবেন্দ্র - Sibendra

(16) The Bengali letters 'শ', 'স' by the English letter 's' and 'ব' by 'sh' : e.g.

শ্রীশ - Sris

ষষ্ঠী - Shashthi

শশিভূষণ - Sasibhushan

ঘোষ - Ghosh

(17) The Bengali letters 'হ' and 'ঃ' by the English letters 'h' and 's' by 'n' ; e.g.

সুধাংশু সিংহ - Sudhansu Sinha

দুঃখহরণ - Duhkhaharan

(18) The Bengali letter 'খ' by the English letter 'n' : e.g.

পাঁচুগোপাল - Panchugopal      খাঁ - Khan

দয়ালচাঁদ - Dayalchand

(19) The Bengali letter 'ক্ষ' by the English letters 'ksh' :

e.g. ক্ষিতিমোহন - Kshitimohan

(v) No fee for admission should be levied on a student who has failed at the preceding Matriculation Examination, if he applied for admission to the school from which he was sent up within a week of the date from which the session for such students begins.

Note : The session for such students begins on the 1st July. A student who after having paid his examination fee is prevented by sickness or other cause from appearing at the preceding Matriculation Examination should join a school within one month of the date of the examination and pay fees and other dues from the month in which he rejoins.

28. **Date of payment**—Tuition fees are payable in advance on the 1st of each month or, if the school is not open on that day, on the day on which it reopens. Other dues shall be payable on dates fixed by the Headmaster, provided that all dues shall be collected by the 15th of each month. If the first fifteen days of any month fall within a vacation, the dues for that month must be paid at the same time as the dues for the previous month.

29. **Penalties for non-payment of fees due**—(i) A fine of one anna shall be levied for each day that an instalment is outstanding after the 15th of each month. Fines for delay in the payment of tuition fees shall not be levied for holidays and vacation immediately preceding the date of payment of the dues. If any dues, including fines, be not paid on or before the first working day of the next month, the pupil's name shall be removed from the register on that day.

Note : This rule applies in its entirety to High Schools only, but in the case of backward class boys reading in such schools, as also in the case of pupils in Middle English and Middle Vernacular Schools, the fine should be levied at a rate not exceeding half an anna a day and the period of default should be reckoned from after the 25th of the month in which the fee was due up to the end of the month. Default fines should not be levied on pupils in Primary Schools or *Maktabas*.

(ii) The application of a student for permission to appear at the Matriculation Examination of the University

of Calcutta or of the High School Examination of the Board of Intermediate and Secondary Education, Dacca, must not be forwarded to the Registrar or the Secretary until he has paid all sums due to the school in which he has been reading, including fees up to the end of the month within which the first day of those examinations falls.

**30. Refund on transfer of amount of scholarships drawn or of fees remitted**—When a scholarship is granted or fees are remitted to a pupil, he or she may be required to sign an agreement, to be signed also by his or her parent or guardian, to the effect that if he or she leaves the school within a stated period, he or she shall refund the amount drawn by or remitted to him or her during the school session in which he or she leaves.

(G.O.No. 72T - Edn., dated the 14th September, 1939)

### Miscellaneous

**31. False documents**—If a pupil be found to have produced a false document or to have made a false statement as to his attendance at any School, he shall be reported to the Inspector of Schools who shall award such punishment as he deems fit, including fine, corporal punishment, rustication or expulsion.

**32. Disputes**—All questions arising with regard to the interpretation of these rules shall be referred to the Inspector (or Inspectress) of Schools whose decision shall be final.

**33. Transgressions and evasions of the rules**—Wilful transgression or attempted evasion of any of these rules will render a school liable to withdrawal of recognition and to forfeiture of right of sending up candidates for the Scholarship Examinations and also to the loss of any grant-in-aid which it may be receiving from public funds. In the case of a High School, it will be further liable to be reported to the University.

[ 15 ]

**BOARD OF SECONDARY EDUCATION, WEST BENGAL**

Circular No. 24/58

Dated, the 18th August, 1958.

From : The Secretary

To : The Heads of all Recognized High Schools

**Re : Payment of School Session Fees or Annual Charges**

In view of the fact that confusion often arises as regards the payment of Session fees or annual charges in schools the undersigned is directed to state that these fees in respect of a pupil of a school become due to that school as soon as the new school year begins. Hence, any pupil taking a Transfer Certificate from his school after the new school year has started has to pay these fees to the said school. The school where he gets himself admitted with the Transfer Certificate may also charge these fees. If, however, any pupil takes Transfer Certificate from his school on any day before the end of the school year, he is not to pay session fees to that school for the next session but only to the school where he gets himself admitted in the beginning of the school year.

Sd/S. K. Sarkar  
for Secretary

XV

**FREE-STUDENTSHIPS AND STIPENDS**

[ 1 ]

**GOVERNMENT OF WEST BENGAL**

**DIRECTORATE OF EDUCATION**

No. 3007 (25) GA      Dated Calcutta, the 29th April, 1966

From : The Director of Public Instruction, West Bengal

To : The District Inspectors of Schools

**Sub : Payment of Grant-in-aid to recognised non-Government Secondary Schools in West Bengal in lieu of concession of free tuition to the children of approved teachers of recognised Secondary Schools**

The undersigned has to state that in terms of Govt. notification No. 1015-Edn., dated the 8th February, 1955 and subsequent Government orders No. 3186-Edn./3S-77/56 dated 21. 3. 56, No. 10308-Edn./3S-220/56 dated 28. 9. 56 and No. 12820-Edn./3S-220/56 dated 10. 12. 57, concession of free tuition has been allowed to the children of approved teachers of recognised secondary schools subject to the conditions laid down therein. It was also stated that grant-in-aid would be paid to the recognised secondary schools concerned in lieu of the concession of free education to the children of approved teachers of recognised secondary schools.

According to the procedure laid down by the Board of Secondary Education, West Bengal, such grants were paid to the schools concerned for disbursing the same to the teachers who were eligible for the concession. After the delegation of the financial powers to the Directorate, this procedure was revised and grants are now being paid to the schools for

reimbursing the tuition fees for the children of such teachers. It has been brought to the notice of the Directorate that this system of re-imbursement of tuition fees is not satisfactory. It has therefore, been decided that with effect from 1st May, 1966, no tuition fees should be realised by the recognised secondary schools (including recognised Tols and Madrasahs) from children of approved teachers of recognised secondary schools who are eligible for the concession of free tuition for their children. The school authorities should submit monthly statement of the amounts of the grant in-aid equivalent to the short fall in income due to the concession. Such statements should be submitted by the schools to the District Inspector/Inspectress of Schools concerned along with the prescribed certificates. After examining the claims of the schools, the District Inspector/Inspectress of Schools should send their requisition for necessary grants to this Directorate quarterly (that is 25th of the following quarter). Since the realisation of the tuition fees from the children of the approved teachers of recognised schools will be discontinued from May, 1966, the first quarterly statement for the quarter ending 30. 6. 66 will comprise school claims for the month of May and June 1966. On the basis of the requisition submitted by D. I. S., necessary allotment will be placed at their disposal for giving grants to the schools concerned.

All recognised secondary schools may please be informed accordingly and requested not to realise tuition fees in future in such cases. Tuition fees already realised for the months of January, February, March and April, 1966 will have to be re-imbursed to the students concerned out of the allotment that will be placed at his/her disposal on receipt of necessary requisition from the D.I.S.

Receipts of this circular may kindly be acknowledged.

Sd/- M. N. Roy  
for Director of Public Instruction  
West Bengal

[ 2 ]

Memo. No. 1031 (175) Dated the 13th June, 1967

From : The District Inspector of Schools

To : The Heads of all Secondary Schools

**Sub : Concession of tuition fee to the children of Secondary teachers of recognised non-Government Secondary Schools**

As in previous years tuition fees of the children of the approved whole-time secondary teachers reading in recognised secondary schools under the control of this office will be paid by this office. They are, therefore, requested not to realise tuition fees from the children of the above-noted teachers reading in their schools, if any. They should be allowed to attend class or sit for examination.

They are requested to submit the Quarterly Statement (from 1.1.67 to 31.3.67 & 1.4.67 to 30.6.67) from the above-noted teachers whose wards are reading in the school in the following proforma and forward the same to this office by the 25th June, 1967, at the latest.

The following points may also be noted for their guidance :

(1) Students (Girls) reading in the Secondary Schools in rural areas from Classes V—VIII will not be entitled to this grant.

(2) Claims of teachers for their married daughters will not be entertained.

(3) Claims of Part-time teachers will not be entertained.

Sd/-Illegible

District Inspector of Schools

District—

Name of the teacher.	No. of students showing class in which they are reading.	for the period of	Rates of tuition fees as approved by Govt. for each class.	Amount short fall due to concession	Remarks
1	2	3	4	5	6

[ 3 ]

Memo. No. 1024(175) Dated the 13th June, 1967

To : The Heads of all Secondary Schools

**Sub : Concession of fee-tuition to the children of Primary Teachers reading in non-government recognised secondary schools including Senior Basic Schools for 1967**

As in previous years tuition fees of the children of the approved whole-time Primary/Junior Basic School teachers reading in recognised Secondary schools under the control of this office will be paid by this office. They are requested not to realise tuition fees from the children of the above-noted teachers reading in the school, if any. They should be allowed to attend class or sit for examination.

They are also requested to collect applications from the above-noted teachers whose wards are reading in the school in the prescribed application form and forward the same to this office by the 30th June, 1967 at the latest. Applications made in any other form is liable to be rejected without any information.

The following points may also be noted for their guidance :

(1) Children (Girls) reading in the Secondary Schools in rural areas from classes V to VIII will not be entitled to this grant.

(2) Claims of teachers for their married daughters will not be entertained.

(3) Teachers whose children might have read in more than one high/junior high school during 1967 should submit separate applications for the concession through the Heads of the respective schools.

(4) Tuition fees paid for children of such teachers will be taken at the same rates as those prescribed in the grant-in-aid rules for the aided high schools. If they are allowed

any concession the prescribed tuition fee rates charged by the school (i.e. concession  $\frac{1}{4}$  etc.) these may be mentioned in the application form.

(5) Claims of part-time teachers will not be entertained.

(6) Payment of grant in lieu of the concession of free tuition will be made by the District Inspectress of Schools to the school where the teachers' daughters have been reading. The Headmistress is requested, after 'careful scrutiny to forward the application to the District Inspectress of Schools, after furnishing the certificate in the application form with her signature under office seal (vide 'B' of the form). In absence of the Headmistress, the certificate should be signed by the officiating Headmistress or the Secretary.

(7) 'C' category teachers appointed on or after 1.4.49 are not entitled to these grants.

Sd/-

*District Inspector of Schools*

[ 4 ]

Memo. No. 1786(250) Dated the 9th September, 1965

To : The Heads of all Secondary Schools

**Sub : Submission of application in the prescribed form for Book Grants and Examination Fees (S.F. & H.S.)**

Applications are invited from the students (not belonging to Scheduled Castes, Scheduled Tribes, Muslim and other Backward classes) reading in recognised secondary schools for the purchase of essential books and payment of School Final and Higher Secondary Examination fees for the year 1965.

Applications in the prescribed form for lump grant for purchase of books from most deserving candidates should be submitted in one lot by the 30th September, 1965.

Applications in the prescribed form for S.F./H.S. Examination fees should be submitted to this office in one lot by the 2nd week of January 1966.

*Students of class IX of Higher Secondary Schools are eligible to get book grant. If the students of class X of the H. S. Schools apply for book grant it should be mentioned clearly.*

No application will be considered unless it is duly filled in properly. The result of the last annual examination or any other examination on the basis of which the student was promoted or allowed for Examination should be furnished.

In case of displaced students from Pakistan, a refugee certificate or a declaration before a competent authority should also be submitted.

Income of the family should be stated clearly.

Only 2 copies of the printed forms are enclosed herewith. Typed or manuscript copy of the form may serve the purpose but they will agree verbatim.

Similar applications are also invited from the Scheduled Castes, Scheduled Tribes, other Backward classes and Muslim students for the (i) Book grants, (ii) Examination fees (only for S.F. & H.S. Examination) (iii) Special stipends for payment of tuition fees and (iv) for Hostel charges. Such applications should also be submitted in the prescribed form which may be had in small amounts in Bharat Stationery and Art Union Printing Works, Calcutta. Those who are already in receipt of such grants from the local Block Development Offices, need not apply for the grants mentioned above. Typed copy of the form or manuscript copy of the form will serve the purpose but they must agree verbatim.

Sd/-

District Inspector of Schools

[ 5 ]

**Instructions for submission of application forms for  
financial assistance to the new migrants who came  
after 31st December '63 and are reading in recog-  
nised Secondary schools in the State  
during 1967**

Heads of the recognised Secondary schools are requested to kindly arrange for submission of applications in the prescribed forms, (specimen copies enclosed) for financial assistance to the new migrants, if any, reading in their schools migrating after 31st December '63 from East Pakistan during the current academic session in one lot together with a consolidated statement as prescribed below and an attested copy of latest recognition letter.

Sl. No.	Name of the student (in full)	Class in which reading now	Rate of actual monthly tuition fees
(1)	(2)	(3)	(4)
Total amount required for tuition fees		Amount of examination fees if required (For S.F. & H.S. Examinations)	Total Amount required
(5)		(6)	(7)

Attempts should be made to submit the application forms filled in properly to this office within 31st May 1967 positively.

K. Gupta

Deputy Director of Public Instruction  
(Rehabilitation & Women's Education)  
Education Directorate, "E" Block, 3rd floor,  
Writers' Buildings, Calcutta.

**Application form for Financial Assistance to the New  
Migrants who came after 31-12-63 from  
East Pakistan**

*(For School Students)*

1. Name of the Student *(in full)* : \_\_\_\_\_
2. Class in which reading now : \_\_\_\_\_
  - (a) Date of first admission and the Class in which admitted : \_\_\_\_\_
  - (b) If admitted on Transfer Certificate, date on which he/she took transfer and name of the School from which transfer was taken should be mentioned : \_\_\_\_\_
3. Name and Address of the School *(in full)* : \_\_\_\_\_
4. Particulars of the Father/Mother,  
*(if father is dead)/Guardian  
(if both parents are dead) :*
  - (a) Name *(in full)* : \_\_\_\_\_
  - (b) Present address *(in full)* : \_\_\_\_\_
  - (c) Occupation : \_\_\_\_\_
  - (d) Monthly income : \_\_\_\_\_
  - (e) Exact date of migration from E. Pakistan and the address *(in full)* from which migrated : \_\_\_\_\_
  - (f) Details of other School/College-going children, if any, names of the children with the names of Institu-

tions and classes in which reading and if enjoying any stipend from other sources: \_\_\_\_\_

(g) Evidence showing date of migration : *attested copy* should be enclosed : \_\_\_\_\_

5. Rate of actual tuition fees per month : \_\_\_\_\_

6. Total amount required for actual tuition fee for the current session : \_\_\_\_\_

7. If any concession has been sanctioned by the school for the current session, nature of the same and amount : \_\_\_\_\_

8. Headmaster's/Headmistress's statement regarding *results* in the following form :

(i) In the case of first admission, marks obtained in admission test in each subject : \_\_\_\_\_

(ii) In case of old students, marks obtained in the last Annual Examination in each subject : \_\_\_\_\_

(iii) If a candidate was unable to appear at the last Annual Examination, subject-wise marks obtained in the Half-Yearly examination with the recommendation of the Headmaster/Headmistress: \_\_\_\_\_

Backward Classes" means economically backward irrespective of caste consideration. As such students belonging to any caste and creed save and except those belonging to Scheduled Castes and Scheduled Tribes, will be eligible for the grant under this scheme.

The essential features for the eligibility under this scheme are detailed below :

(a) In order to be eligible for grant under the scheme students other than Scheduled Caste & Scheduled Tribe students must read in any of the classes from IX to XI of any recognised Secondary/Higher Secondary School.

(b) Such students must have secured at least 60% marks with a pass in all subjects in the last Annual Examination.

(c) The Annual income of the parents/guardians/ husband of the students from all sources must not exceed Rs. 3,600/- per annum. Stipend under the scheme may be granted at an average rate not exceeding Rs. 100/- per student per full academic session to meet tuition fee and other compulsory school charges.

You are now requested to send your proposals by 20.2.66 positively to this office in the Annexure "B" enclosed for awarding grants to the eligible other Backward Class Students who are reading in your school for renewal and fresh cases (fresh cases who have been admitted in this year). For fresh cases a few copies of application forms are sent herewith, which may kindly be returned duly filled in by the eligible students and certified by you as usual to this office along with the Annexure "B" positively before 20. 2. 66. Stipend at present will be awarded to them for 3 months from January to March '66 of the current academic session i.e. (January to December, 1966) before the end of the current financial year.

Your personal co-operation in this matter is requested.

Yours faithfully,

Sd/-Illegible

Tribal Welfare Officer

[ 7 ]

**GOVERNMENT OF WEST BENGAL**

OFFICE OF THE DISTRICT MAGISTRATE  
TRIBAL WELFARE DEPARTMENT

Memo. No. 81 (200) TW

Dated 14.2.66.

From : The Tribal Welfare Officer

To : The Headmaster/Headmistress

**Sub :** Payment of tuition fees, hostel charges, book grant, special stipend and examination fees to Scheduled Castes and Tribes and also free tuition to the educationally more backward sections amongst the 41 Scheduled Caste students reading in Secondary Schools for the academic session 1966 (i.e. from January to December, 1966)

Dear Sir,

Like previous years, payment of tuition fees to the students belonging to educationally more backward 41 Scheduled Castes as per list attached, tuition fees to all Scheduled Tribe students, book grants to all Scheduled Caste & Scheduled Tribe students, special stipends to all Scheduled Caste and Scheduled Tribe poor and meritorious students, Hostel charges to all Scheduled Caste and Scheduled Tribe boarders, Examination fees to all Scheduled Caste and Scheduled Tribe examinees appearing in School Final and Higher Secondary Examination will be made this year also for the academic session 1966, (i.e. from January to December 1966) from this office. As such two prescribed forms—one Annexure "B" for the tuition to more educationally backward 41 Scheduled Caste students and for the free tuition for Scheduled Tribe students as the case may be, and the other Annexure "C" for the book grant, special stipends, Examination fees to Scheduled Caste and Scheduled Tribe students as the case may be, are sent herewith. You are now requested to send the forms duly

filled in with special care so that no mistake creeps in by 20. 2. 66 positively to this office.

On receipt of forms, payment for eligible renewal cases (i.e. for the students who were benefitted last year with the educational grants awarded by this office and are still continuing their studies successfully in the school), will be made immediately. Only for eligible fresh cases (i.e. for newly admitted students or the students whose cases were not sent last year inadvertently to this office) a few copies of prescribed application forms for tuition fees, book grants etc. are sent herewith in advance. More copies of application forms if necessary for fresh cases will be sent either on demand or on assessment from the Annexure "B" & "C" to be sent to this office duly filled in by you. You are requested to see that no eligible student is deprived of getting the educational benefit now being given to the Scheduled Caste/Scheduled Tribe students and those application forms for fresh cases and also Annexure "B" & "C" duly filled in positively sent to this office within 20. 2. 66 as mentioned above. Payment of Educational benefits to the eligible Scheduled Caste/Scheduled Tribe students—who are being admitted into your school and for this academic session, will also be made before March, 1966 on receipt of fresh application forms on or before 20. 2. 66 along with the renewal cases.

Yours faithfully,

Sd/- Illegible

*Tribal Welfare Officer, Howrah*

[ 8 ]

From : The District Inspectress of Schools, Howrah

To : The Secretaries of all Secondary Schools

**Sub : Third Five-Year Plan—Special Scheme—Promotion of attendance of girl students at Secondary Stage.**

The undersigned has to invite a reference to the subject

as mentioned above and to state that book grants will be distributed to the needy & meritorious girl-students, who are reading in class IX of Higher Secondary Schools (Girls' schools) at the following rates :—

- (a) Students reading in High Schools @ Rs. 20/- each.
- (b) Students reading in Higher Secondary Schools @ Rs. 30/- each, provided that the following terms and conditions are fulfilled :
  - (a) that the student has secured at least 50% marks at the Annual Examination in 1966 held at the end of class VIII.
  - (b) that the student has attended as least 75% of the working days.
  - (c) that the income of parents/guardians of the student does not exceed Rs. 250/- per month.

He/she is now requested to collect applications from the needy and meritorious students of his/her school who are eligible for the above grants and submit the same along with a forwarding statement in the following proforma by 10th February, 1967, at the latest :—

Name of the School

P. O. ——— Dist. ———

Name of the Student	Class	Percentage of marks obtained in Annual exam. held in Class VIII	Percentage of attendance in Class VIII	Income of Guardian /Parents	Grant received from other Depts, if any	Remarks

Sd/- S. K. Mookherjee  
District Inspectress of Schools,  
Howrah and Hooghly South

Under these circumstances, he is requested to recommend cases of the above nature in the form noted below :—

Name of the School with P.O.	Names of the Children of goldsmiths, if any, reading in his school	Class in which reading fees	Rate of tuition fees	Name of father/guardian of the children
1.	2.	3.	4.	5.

N. B. Each case should invariably be certified by the Headmaster/Headmistress as follows :—

- (i) Certified that the father/guardian of the student was mainly dependent on manufacture of gold ornaments for their livelihood for at least a period of one year prior to 10.1.63.
- (ii) Certified that the annual income of father/guardian of the student does not exceed Rs. 1,200/-.

As the particulars are urgently required, this may please be given topmost priority.

Sd/- Illegible

*District Inspector of schools, Howrah*

[ 11 ]

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 14/64

Dated July 17, 1964

From : The Secretary

To : The Heads of all Junior High, X-class and XI class Schools in West Bengal

Sub : Government of India Scheme of Merit Scholarships for the children of Primary and Secondary School Teachers, 1964-65

The undersigned is directed to forward herewith a copy of letter No. 3201 (37) SC/G dated Calcutta, the 12th June,

1964, from the Director of Public Instruction, West Bengal, along with its enclosures on the above-noted subject for information of all concerned.

Encl : *As stated*

Sd/ A. Gupta  
*for Secretary*

Copy of letter No. 3201 (37) SC/G dated 12th June, 1964 from the Director of Public Instruction, West Bengal, to the Secretary, West Bengal Board of Secondary Education.

**Sub : Government of India Scheme of Merit Scholarships for the children of Primary and Secondary School Teachers, 1964-65**

The undersigned has to state that as in previous years the Ministry of Education, Government of India, will award during 1964-65 scholarships to the children of working teachers in recognised Pre-primary, Primary, Middle and Secondary Schools fulfilling the following conditions :—

First Class (with at least 60% marks) in school leaving/Pre-University or equivalent examination held in 1964.

Children of teachers working in institutions of the handicapped, training schools or colleges, the status of which is that of a higher secondary school and children of civilian teachers employed in schools run by the Ministry of Defence are also eligible.

The quota of scholarship allotted to West Bengal for the year 1964-65 is 44.

For award of scholarships during the year 1964-65, Director of Public Instruction, West Bengal, invites applications from eligible candidates on the basis of the results of any of the following examinations conducted in 1964 by any recognised examining body of West Bengal :

School Final/Higher Secondary/Pre-University of equivalent examinations.

Those passing Indian School Certificate Examination in 1963 are also eligible to apply.

A copy of the terms and conditions and a specimen application form are sent herewith with the request to take necessary steps for immediate circulation to all recognised Pre-Primary, Primary and Secondary Schools including those of equivalent grade for the education of the handicapped and Basic Training Schools/Colleges in his/her jurisdiction.

District Inspectors/Inspectresses of Schools are requested to get the required number of application forms cyclostyled or typed out in their offices for distribution to the candidates. Application forms are also obtainable from the Education Directorate, 2nd floor, Block I, Writers' Buildings, Calcutta-1 personally or by sending a self-addressed 35 nP. stamped envelope on production of any documentary evidence that the candidate has passed the qualifying examination in the first division. In this connection it may be stated that the candidates are required to apply in the prescribed form to the Director of Public Instruction, West Bengal, Calcutta, within fifteen days of declaration of results or from the date of publication (20.5.64) of the advertisement whichever is later.

## Appendix I

### GOVERNMENT OF INDIA MINISTRY OF EDUCATION

#### Scheme of Merit Scholarships for Children of Primary and Secondary School Teachers

##### I. OBJECT

The main object of the Scheme is to enable meritorious children of Primary and Secondary School Teachers to pursue Higher Education. It has been instituted as a token of recognition of the important service rendered by such teachers in the country and as a measure of indirect assistance to them.

## II. SCOPE

The scholarships under the Scheme are available for studies in India only. These will be given for all recognised full-time courses after the Matriculation or School Leaving Stage on the basis of the following examinations conducted by a Board of Education or a University or a recognised Educational Authority :

- (a) Matriculation and Equivalent Examination
- (b) Higher Secondary Examination
- (c) Indian School Certificate Examination
- (d) Pre-University Examination.

## III NUMBER OF SCHOLARSHIPS

Five hundred scholarships will be awarded every year. These have been distributed among the various States and Administrations on the basis of number of teachers in each State (Appendix III).

## IV CONDITIONS OF ELIGIBILITY

(i) The scholarships are open to children of *all working teachers* of recognised Pre-Primary, Primary and Secondary Schools. Teachers employed in institutions for the handicapped, civilian teachers employed in schools run by Ministry of Defence and teachers of Training Schools or Colleges, whose status is that of Secondary School or Higher Secondary teachers, are also eligible. *The children of inspecting officers are, however, not eligible.*

(ii) Only those students who pass the examinations mentioned in para II in the year of the Awards in first division (or secure at least 60 per cent. marks in the aggregate where no class is awarded) will be eligible for the scholarships.

(iii) Students who are selected under the National Scholarships Scheme or are already in receipt of scholarship under that Scheme will not be eligible.

(iv) Students who are in receipt of any other scholarship or stipend will not be entitled to a scholarship under

the Scheme unless the former award is surrendered from the date a candidate becomes eligible to receive scholarship under the Scheme.

(v) Students in full-time employment or those who wish to pursue their studies in the evening colleges meant for employed workers or through correspondence courses will not be eligible.

(vi) Only Indian nationals are eligible under the Scheme.

#### V. TENABILITY

The scholarships will be tenable for pursuing regular full time courses in Arts, Science, Commerce, Engineering, Technology, Medicine, Agriculture, Veterinary Science, Law, Education or in any other Faculty in recognised day-time institutions.

#### VI. VALUES OF SCHOLARSHIPS

(i) The monthly rates of scholarships are as follows :

- |   |           |
|---|-----------|
| (a) Pre-University, Intermediate and First Year of Three-Year Degree Course     | Rs. 50/-  |
| (b) B.A., B. Com., B.Sc. and Second and Third Years of Three-Year Degree Course | Rs. 75/-  |
| (c) M.A., M.Sc. and Ph. D. ...  | Rs. 100/- |
| (d) Professional Courses ...  | Rs. 100/- |

(ii) The above rates are subject to the following Means Test :

- |  |                  |
|--|------------------|
| (a) Income of both parents up to Rs 500/-                            | Full Scholarship |
| (b) Income of both parents between Rs 501/- and Rs 1,000/- per month | Half Scholarship |

- (c) Income of both parents above      No Scholarship.  
Rs 1,000/- per month      ...      The candidates  
will, however,  
be given a merit  
certificate.

#### VII. SELECTION OF CANDIDATES

A candidate will be eligible for consideration against the quota of the State from which he passed the qualifying examination. The selection will be made strictly in order of merit, from among the eligible candidates who apply for the award from within that State.

#### VIII. DURATION AND RENEWALS OF AWARDS

(i) The scholarships once awarded will be tenable from the stage at which it is given till the completion of the chosen course of studies (e.g. M.A./M.Sc./Ph.D./B.E./M.B. B.S. etc.) subject to good conduct and regularity in attendance. It will be renewed from year to year provided that

(a) within a course which is continuous for a number of years the scholar secures promotion to the next higher class irrespective of the fact whether such examinations are conducted by a University or the Institution, and

(b) in each final University examination at the completion of a stage, the scholar obtains a first class or where no class is awarded, at least 60 per cent. marks in the aggregate.

(ii) If a scholar is unable to appear for the annual examination within a continuous course of studies (but not a final University examination) owing to illness, the award may be renewed for the next academic year on the submission of a medical certificate to the satisfaction of the Head of the Institution and on his certifying that the scholar would have passed had he appeared in the examination.

(iii) If a scholar is unable to appear in the final Univer-

sity examination due to prolonged illness extending over a long period and resulting in shortage in the required attendance, the award may be renewed for the next year on the submission of a medical certificate to the satisfaction of the Head of the Institution and on his certifying that the scholar would have passed the University examination had he appeared.

(iv) If a scholar is unable to appear in a final University examination due to sudden illness, the scholarship will be renewed when the scholar passes examination next year and attains the standard laid down for University examination in Para (i) (b) above.

(v) If a scholar shows unsatisfactory progress during the course of studies or fails in any of the House/University examinations or gives up the chosen course of studies without completion or changes a course of studies before its completion without the prior approval of the Government of India, the scholarship will be cancelled.

(vi) A scholarship once cancelled will not be restored.

(vii) The award will be renewed on the basis of an Annual Progress Report to be submitted by the Head of the Institution where the scholar is studying.

#### IX. PAYMENTS

(i) The scholarship will be payable from the month of admission up to the month of the annual final examination for the first academic year. Necessary funds for this purpose shall be deposited in quarterly instalments in advance with the Heads of the Institutions concerned, who shall disburse the amount to the scholars in the first week of every month.

(ii) In the case of renewal of scholarships for the succeeding year the scholarship will be paid from the month following that for which the scholarship was paid during the previous academic year if the course of study pursued is continuous. Otherwise the scholarships will be paid from

the month of admission. Wherever a final University examination is taken at the completion of a full course of studies, e.g. Pre-University/I.A./I.Sc. or B.A./B.Sc., the scholarship will be payable up to the month in which the written/practical examination ends. On passing the University examination and on taking admission in the next higher class, i.e. B. A./B.Sc., M. A./M. Sc. or Engineering or Professional courses, whether in the same institution or in some other institution, the payment of scholarship will recommence from the date of admission in such class subject to proviso above. There may thus be a period in between the cessation of the payment of scholarship in one class and its resumption in the next, for which no payment will be made.

(iii) For continuous absence up to one month due to illness the scholarship will be paid in full.

(iv) For continuous absence up to three months due to illness full scholarship will be paid if a scholar continues to stay in the college hostel for the period of absence. If a scholar is admitted to a Hospital the Scholarship will be paid at half the rates admissible up to a maximum period of three months. If a scholar leaves for his home, no scholarship will be paid for the period exceeding one month. The tuition fee actually paid by the scholar will however, be allowed.

(v) For married women scholars half the scholarship admissible will be paid for the absence up to three months on grounds of maternity.

(vi) For continuous absence exceeding three months no scholarship will be paid.

Concession in (iii) to (v) will be allowed on the submission of a medical certificate to the satisfaction of the Head of Institution and his certifying that the scholar is likely to make up the deficiency in lectures and studies during the rest of the period of the course.

## X. OTHER CONDITIONS FOR THE AWARDS

(i) The scholars shall devote themselves to their studies to the entire satisfaction of the Head of the Institution and shall not undertake any paid work.

(ii) No change in the course of study for which the award has been sanctioned shall be made without the prior permission of the State Government.

(iii) In case a scholar migrates from one institution to another without changing the course, he should immediately inform the State Government of the change through the Head of the Institution where he migrates.

(iv) All changes in address should be notified to the State Government.

## XI. ANNOUNCEMENT OF THE SCHEME

All State Governments will announce on the 15th of May every year full details of the Scheme and invite applications by issuing an advertisement as in Appendix V in all the leading newspapers within the State. Eligible candidates can either apply on plain sheets of paper giving the relevant details as per those specified in the advertisement or can obtain the application form from the State Government concerned on seeing the advertisement issued by them.

## XII. PROCEDURE FOR APPLYING

- (i) An application for the scholarship should comprise :
  - (a) one copy of the application for scholarship in the form specified in the advertisement ;
  - (b) one copy of a recently taken passport size photograph with signature (to be pasted on the application form in the space provided for it) ;
  - (c) one attested copy each of certificates, diplomas, degrees, mark-sheets, etc., in respect of the examination passed ;
  - (d) an affidavit by the parents stating definitely income from all sources in the prescribed form ; and

- (e) a certificate from the Head of the Institution where the Father/Mother of the applicant is employed.
- (ii) Applications complete in all respects should be submitted to the State Government (by designation to the officer mentioned in the advertisement) by the prescribed date.
- (iii) Incomplete applications or applications received after the prescribed date will not be considered.

## Appendix IV

### GOVERNMENT OF WEST BENGAL

#### DIRECTORATE OF EDUCATION

————Section/Branch

Passport-size Photograph with signature
---

#### Scheme of Merit Scholarships for Children of Primary and Secondary School Teachers

1. Name in full (in capital letters)
2. Date of birth
3. Nationality and the State  
to which you belong
4. Full Address
  - (a) Present
  - (b) Permanent
5.
  - (a) Father's name in full  
(Mother's name if  
mother is a teacher)
  - (b) Nationality and the State  
to which he/she belongs
6. Name and address of the school  
in which father/mother is work-  
ing as a teacher  
(Please see Annexure I)

7. Total yearly income from all sources of both parents  
(Please see Annexure II)
8. Particulars of the examination passed in March-April, 19.....

Name of examination	University/ Board	Year of passing	Roll No.	Marks obtained with percentage and Class or Division	Subjects Taken
1	2	3	4	5	6

9. (a) Name and address of the Institution where admission has been secured for the current academic year
- (b) Date of admission
- (c) Course and duration of Course with subjects
10. If the applicant is in receipt of any other scholarship or financial assistance from State Government/ University or any other institution or person, full particulars should be given including the monthly rate and the date of award, etc.
11. List of documents attached :
- (a)
- (b)
- (c)
- (d)
- (e)
- (f)
12. I hereby declare that the statements made by me in this application form are true to the best of my

knowledge and belief. I further agree to abide by the terms and conditions of award if I am selected for the Scholarship applied for.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

### CERTIFICATE

#### Joining Report

Certified that Shri \_\_\_\_\_  
was admitted into my college/institution (name \_\_\_\_\_  
\_\_\_\_\_ ) as a regular full-time student in class \_\_\_\_\_  
on \_\_\_\_\_ 19 .  
Place \_\_\_\_\_  
Date \_\_\_\_\_

.....  
Signature of the Head  
of the Institution  
(With Seal)

[ 12 ]

## GOVERNMENT OF WEST BENGAL

### EDUCATION DIRECTORATE

No. 4468(23)SC/G Calcutta, the 6th August, 1962  
3S-9G/62

From : The Director of Public Instruction, West Bengal

To : The District Inspectors/Inspectresses of Schools/  
Inspector of Anglo-Indian Schools.

Sub : Award of stipends or other educational facilities to  
the children of political sufferers in West  
Bengal

In forwarding herewith a copy of Govt. Order No. 638-  
Edn (G), dated 26th February, 1962, modifying the scheme

approved in terms of Govt. Order No. 3282-Edn (G) dated 9th September, 1961, forwarded to him/her under this office No. 6229(23)Sc/G, dated 25th November, 1961 for the grant of stipends and other educational facilities to the children of political sufferers, the undersigned requests him/her to circulate it to all recognised educational institutions within his/her jurisdiction.

Children of political sufferers reading in recognised educational institutions during the school session 1962 are required to apply for stipends or lump grants in the prescribed forms and to send them to the District Inspector of Schools/District Inspectress of Schools/Inspector of Anglo-Indian Schools, as the case may be through the Head of the Institution in which the applicant is studying. The applications from such candidates should be countersigned by him/her and forwarded so as to reach this Directorate on or before 15th Dec., 1962. It may please be noted that the results of the annual examinations at the end of the academic session 1961, are to be noted in Column 8 of the form of application. The District Inspector of Schools/District Inspectress of Schools/Inspector of Anglo-Indian Schools is requested to send all applications accompanied by consolidated statements as per enclosed proforma separately for each class arranged in order of merit (on the basis of percentage of marks obtained by the students in the annual examination 1961). Incomplete applications are liable to be rejected without further reference.

It was found during 1961-62 that some applications from students reading in Primary Schools managed by the District School Board/Calcutta Corporation were forwarded to this Directorate for consideration although the students reading in such institutions are not eligible for any financial assistance under the scheme. Hence care may please be taken to see that applications from such candidates are not forwarded in future.

Students who applied for stipend/other financial assis-

tance under the scheme during the school session 1961 and whose applications are still under-consideration are however required to apply again in the prescribed form for the grant during 1962, through the Head of the institution and the District Inspector/Inspectress of Schools/Inspector of Anglo-Indian Schools as the case may be, in the usual manner if they fulfil the requisite terms and conditions as laid down for the award.

All applications for *renewal* should reach this office on or before 15th Dec., 1962. *The certificate from 'B' of the prescribed form of application may not be filled up by the candidate in case of renewal.* The stipend will be renewed on the basis of percentage of marks in the annual examination provided the candidate passed in all subjects. The percentage should be calculated on the marks obtained by the students in all subjects.

If no information is received with regard to any student within 15th Dec., 1962, it will be presumed that the student is not interested in any financial assistance under the scheme. If a student does not complete his/her examination in all subjects, he/she will lose the stipend for the year 1962.

—copies of printed application forms are sent herewith for distribution from his/her office to the intending eligible candidates within his/her jurisdiction. Forms may also be sent to the Heads of institutions on requisition by them. Extra copies of forms may be typed, if required. Unused forms may, however, be returned to this Directorate in due course.

As the applications will have to be placed before a selection committee, special care may please be taken to see that applications from all candidates under this category are sent in a lot so as to reach this Directorate within the scheduled date. No application will be considered unless it is submitted through the Head of the institution in which the applicant is studying.

Sd/- K. C. Mukherji

for Director of Public Instruction, West Bengal

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## GOVERNMENT OF WEST BENGAL

## EDUCATION DEPARTMENT

No. 638-Edn (G)  
11S-6/61 Pt.11

25th February, 1962

From : Shri K. Lahiri, I. A. S., Dty. Secy. Govt. of W.  
Bengal.

To : The Director of Public Instruction, West Bengal

**Sub : Scheme for the grant of scholarships and  
other educational facilities to the children  
of political sufferers.**

The undersigned is directed by order of the Governor to state that the Governor is pleased to make the following modifications in the scheme approved in terms of Govt. Order No. 3282-Edn. (G), dated the 9th September, 1961, for the scholarships and other educational facilities to the children of political sufferers.

The second sentence of para 5 of the scheme should be revised as follows :

“The benefits of the scheme will be open to students who pass in all subjects and selection will be made according to marks obtained by the applicants.”

Sd/ K. Lahiri  
Deputy Secretary

**Stipends or Other Educational Facilities to the  
Children of Political Sufferers**

## APPLICATION FORM “A”

1. Name of the student \_\_\_\_\_  
(in block letters)
2. Present address \_\_\_\_\_
3. Permanent address \_\_\_\_\_

## 4. Particulars of the political sufferer (father/mother)

- (a) Name \_\_\_\_\_
- (b) Address : (i) Present \_\_\_\_\_  
(ii) During Pre-Independence days—
- (c) Whether alive or deceased \_\_\_\_\_
- (d) Whether permanent resident of West Bengal/  
domiciled in West Bengal/Bonafide refugee  
(item not applicable may be struck out)———
- (e) Occupation \_\_\_\_\_
- (f) Monthly income of family, from all sources——
- (g) (i) Nature of suffering, with date and year, as  
per definition of the term "political suffer" in  
note overleaf of the application form \_\_\_\_\_  
(ii) Period of imprisonment, detention, etc. (in  
support of the statement under (g) a certificate  
in form "B" is to be furnished) \_\_\_\_\_

## 5. Particulars of guardian \_\_\_\_\_

- (a) Name \_\_\_\_\_
- (b) Address \_\_\_\_\_
- (c) Occupation \_\_\_\_\_
- (d) Relationship with the student \_\_\_\_\_
- (e) Monthly income of family, from all sources——

## 6. Institution and class last attended \_\_\_\_\_

7. (a) Institution and class (section, roll No., etc.) in  
which reading \_\_\_\_\_
- (b) Monthly tuition fee payable by the student——
- (c) Whether residing in a recognised hostel \_\_\_\_\_

8. Name of the last annual/public examination passed,  
mentioning year of passing \_\_\_\_\_

- (a) Aggregate marks (including optional paper)——

- (b) Marks obtained \_\_\_\_\_
- (c) Percentage of marks obtained (with divisions, if any) (an attested copy of the mark-sheet is to be attached) \_\_\_\_\_
- (d) Roll No. in Primary Final/School Final/Higher Secondary/Senior Cambridge/Pre-University/Intermediate/Degree Examination \_\_\_\_\_
9. Age of the student on 1st April 19 \_\_\_\_\_
10. Special circumstances, if any \_\_\_\_\_
11. Concession applied for (only one is admissible)
- (a) Stipend \_\_\_\_\_
- (b) Cost of books and stationery/examination fee, etc. \_\_\_\_\_
- (c) Free seat in hostel, free or half-free studentship (available in Primary and Secondary Schools only—application for this concession to be made to the Heads of the respective institutions) \_\_\_\_\_
12. (i) Number of members in the family including the applicant \_\_\_\_\_
- (ii) Number of brothers and sisters reading in educational institutions (details to be furnished) \_\_\_\_\_
- (iii) If any of them applied for concession under scheme (details to be stated) \_\_\_\_\_
- Signature of the student \_\_\_\_\_
- Signature of father/mother (if alive) \_\_\_\_\_
- Signature of the guardian \_\_\_\_\_
- Date of application \_\_\_\_\_

*Recommendation of the Head of Institution*

Certified that I have verified the statements given in this application, except items 4 (g) (i) and (ii) of Form "A", and found them to be correct to the best of my knowledge and

belief. The applicant is not in receipt of any other stipends or help during the session \_\_\_\_\_ under order No. \_\_\_\_\_ dated \_\_\_\_\_ and has/has not applied for any other concession.

I recommend the case for award/do not recommend the case for award for the following reason :

Signature and Seal of

Head of Institution

Full Address \_\_\_\_\_

Date \_\_\_\_\_

N. B. Students reading in recognised primary schools managed by the District School Boards or Calcutta Corporation are not eligible for stipends of their educational concessions under this category.

Girl students reading in classes V to VIII in Junior High/High/Higher Secondary Schools in rural areas should invariably state the word "Rural" against the name of the school.

Notes : (1) Definition of the term "political sufferers"—The term "political sufferer" should mean only those persons who suffered imprisonment or detention of not less than six months or who died or were killed in action or in detention, or who were awarded capital punishment or who became permanently incapacitated owing to firing, lathi-charge, etc., or who lost their jobs or means of livelihood or part or whole of their property; on account of participation in the national movement for the emancipation of India.

(2) The certificate in form "B" shall be obtained from an M.P./M.L.A./M.L.C./District Magistrate/Subdivisional Officer/or First class Magistrate, and submitted along with application.

(3) Concessions under the scheme are limited to the sons and daughters (including step-daughters) only of political sufferers.

(4) Except on special considerations not more than one ward of a political sufferer will be granted financial assistance under this scheme.

(5) Each item should be carefully read and filled in by the student and verified by the Head of the institution as far as possible. Failure to fill up the form properly may debar the student from getting the financial assistance.

(6) In case of refugees, an attested copy of the following documents proving his/her Indian nationality should be furnished :

- (i) Citizenship certificate,
- (ii) Migration certificate.
- (iii) Documents proving the option of optee Government servants and physical movement from Pakistan to Indian Union.

- (iv) R. R. certificate.
- (v) Border slip.
- (vi) Border ration slip.
- (vii) Certified copy from National Census Register.
- (viii) Circumstantial evidence accepted by competent authority such as Refugee Rehabilitation Commissioner or District Magistrate or Subdivisional Officer. (In case the student is a minor, documents proving Indian nationality of the father, or guardian, in case father is dead, should be produced).

(7) Completed applications for stipend/cost of books, stationery/examination fee. etc., are required to be submitted to the Assistant Director of Public Instruction (Development), West Bengal, Writers' Buildings, Calcutta-I, through the Heads of Institutions.

#### CERTIFICATE FORM "B"

(a) Certified that \_\_\_\_\_ (student) aged \_\_\_\_\_ on \_\_\_\_\_ is the son/daughter/step-son/step-daughter of \_\_\_\_\_ who is/was a political sufferer as he/she underwent continuous imprisonment/detention/for \_\_\_\_\_ years \_\_\_\_\_ months during the years 19 \_\_\_\_\_ to 19 \_\_\_\_\_ /died in prison/detention/was killed in action/was sentenced to capital punishment/was transported for life in 19 \_\_\_\_\_ /became incapacitated due to firing, lathi-charge, etc./suffered loss of property/lost his/her jobs/means of livelihood for participation in the struggle for national freedom.

Certified also that the said student is a resident of \_\_\_\_\_ district in West Bengal since birth/domiciled in West Bengal/bonafide Refugee from \_\_\_\_\_

Certified also that the facts have been verified from the records.

I am granting this certificate to Sri/Srimati \_\_\_\_\_ on the basis of my personal knowledge.

(b) Certified that the income of the family as shown in the Application "A" is correct.

Signature \_\_\_\_\_

M.P./M.L.A./M.L.C./District Magistrate/  
S.D.O./First Class Magistrate

Date \_\_\_\_\_

(Seal of the office)

*For renewal cases only*

Name of the School \_\_\_\_\_

District \_\_\_\_\_

Sl. No.	Name of student	Class from which the student has been promoted	Whether the student is still continuing his/her study	Name and value of stipend, Scholarship or other concession the students (a) enjoyed now (b) enjoyed last year (The relevant orders should be quoted)	Percentage of total marks obtained by the student in the last Annual Examination	Whether the progress and conduct are satisfactory and whether the Principal/ Headmaster recommends the renewal of stipend
1	2	3	4	5	6	7

Date \_\_\_\_\_

Signature of the  
Headmaster/Principal

## Proforma

Sl No.	Name of the candidate	Present address	Name of the Institution and class in which reading during the school session.....	Percentage of marks secured in Annual Examination	Name of father or mother who was a political sufferer	Address during the pre-independence days	Nature of sufferings of father/ mother	Monthly income of parents/ guardian if parents are not alive	Nature of facilities/ stipend desired	Remarks
1	2	3	4	5	6	7	8	9	10	11

Date \_\_\_\_\_

Signature of the

District Inspector of Schools or District Inspectress  
of Schools or Inspector of Anglo-Indian Schools

[ 14 ]

**BOARD OF SECONDARY EDUCATION WEST BENGAL**

Circular No. 1/56

Dated, the 4th January, 1956

From : The Secretary

To : The Heads of all Recognised High Schools

**Sub : Grant of concessions to Blind students studying in  
Recognised High Schools**

I am directed to forward herewith a copy of letter No. NAB/G/3964, dated the 16th August, 1955 with its enclosures addressed to the Secretary to the Government of India, Ministry of Education, New Delhi, by the President, the National Association for the Blind, with the request to extend all possible facilities to blind students, if there be any, in your school.

You are further requested to let this office know whether any facilities or concessions, such as, freeships, free accommodation in the school hostel and free supply of books, have already been granted to any such student reading in your school.

It may be mentioned here that the Board has decided to exempt the blind candidates from paying the prescribed fees for the School Final Examination with effect from 1956. In addition, it bears the charges of amanuensis appointed for such candidates at the School Final Examination.

Sd/- D. P. Ray Chaudhuri  
Secretary

**NATIONAL ASSOCIATION FOR THE BLIND****C/o. The Victoria Memorial School for the Blind, Tardeo****Bombay-7**

NAB/G/3911

14th July, 1955

The Registrar, University of Bombay, Bombay

I am glad to reproduce below a news item which appeared in the Evening News of India of the 4th July 1955 under the Heading 'Free Education for the Blind.'

"Agra : July 4. The Agra University hopes to teach blind students free, it is learnt. The University will give the other disabled students additional concessions."

The Bombay University is one of the most progressive Universities in the World. It will, therefore, be in the fitness of things if the excellent example set by the Agra University is also followed by your University.

As you, Sir, are aware the education of the blind is more expensive than the education of the sighted, the Blind have because of their handicap, necessarily to employ a sighted Reader who is required to be paid about Rs. 40/- or Rs. 60/- per month. He also needs an escort to take him around. These charges make education more expensive for the Blind. Despite these handicaps several Blind students have passed out from the University, the notable being Mr. Suresh Ahuja who secured his M.A. Degree and Mr. Rajendra T. Vyas who secured his M.A., LL.B. from the Bombay University. It will be very much appreciated if your University issues instructions to all the affiliated colleges to give Freeships to Blind students and also to give them free accommodation in the College hostel, and free supply of books wherever such facilities are available. This assistance will be greatly appreciated and will enable the very few promising deserving Blind students to pursue higher education. For your information I mention that the number of such students is extremely few and the financial burden on the colleges or Universities will be negligible. The University may also kindly consider the question of exempting Blind students from payment of Examination fees.

I shall be grateful if you will kindly move the Vice-Chancellor to agree to these very reasonable requests.

Sd/- R. N. Alpaiwala,  
President,

*The National Association for the Blind*

## UNIVERSITY OF BOMBAY

Circular No. 24858 of 1955 Dated the 9th/12th August, 1955  
To

The President, National Association for the Blind,  
Bombay

With reference to your letter No. NAB/G/3911, dated the 14th July, 1955, I write to inform you that the Syndicate at their last meeting decided to circulate your letter to the Principals of Colleges with a request to give it sympathetic consideration. They also decided that all blind students appearing for the examinations of the University be exempted from payment of the fees prescribed for admission to the examinations and to intimate colleges accordingly.

Sd/-

for Registrar

Copy of the letter No. NAB/G3964 dated 16th August, 1955 addressed to the Secretary to the Government of India, Ministry of Education, New Delhi from the National Association for the Blind (C/o. The Victoria Memorial School for the Blind) Trade, Bombay-7

I have great pleasure to enclose herewith a copy of my letter No. NAB/G/3911, dated the 14th July, 1955 addressed to the University of Bombay and a copy of their reply bearing No. 24858 of 1955 dated the 9th/12th August, 1955 informing me that the Syndicate of the University of Bombay had decided that all blind students appearing for the various examinations of the University be exempted from payment of fees prescribed for admission to the examinations. The University of Bombay recommended to the Principals of Colleges to grant freeships to all blind students studying in their colleges.

As you, Sir, are aware, the blind student pursuing higher academic education has necessarily to engage a Reader and the cost of a Reader normally exceeds Rs 50/- per month. In addition, the blind student has also to engage an escort

to take him around. He has also to incur double expenditure on ink-print books or getting the books or summaries transcribed in Braille. Thus the education of the blind is much more expensive than the education of their fortunate sighted brethren.

The above Association will be deeply grateful if the Ministry of Education circulated copies of my letter of the 14th July, 1955 and the reply of the University of Bombay of the 9th/12th August, 1955 to all Universities throughout India requesting them kindly to give similar concession.

More and more blind students are now joining normal schools for the sighted and pursuing their higher education. One such student Shri Ratnakar Raje secured 68% marks in the recent S.S.C. Examination. It also, therefore, appears imperative to request the Education Departments of all State Governments kindly to issue circulars directing all schools within their jurisdiction to give freeships to the blind students studying in such schools for the normal sighted children. This concession will greatly assist the blind Students in prosecuting their studies.

[ 15 ]

### GOVERNMENT OF WEST BENGAL

EDUCATION DEPARTMENT, SECONDARY BRANCH

No. 123 Edn (S)

Dated 20. 2. 71.

From :—Shri J. C. Sengupta, I.A.S., Secy. to the Govt. of West Bengal

To : The Director of Public Instruction, W. Bengal.

Sub : Free education of girls upto the age 14—Remission of tuition fees for girls students of Classes V-VIII in urban areas.

The undersigned is directed to say that in G.O. No. 10127 Edn., date 29. 8. 58. sanction was accorded to the implementation of the scheme for remission of fees for girls

reading in classes V to VIII in rural areas in recognised secondary school in this state. The question of the introduction of free elementary education to children upto the age of 14 years has been under the consideration of the Govt. In the rural areas of the State, Schooling is free for girls upto the age of 14 years i.e. for girls attending school upto class VIII.

As a first step towards making education free and compulsory to all children upto the age of 14 years, the Govt. has decided to reimburse the tuition fee for girls reading in recognised schools upto class VIII in all the urban areas of the State.

2. The Governor is now pleased to accord sanction to the implementation of the scheme in regard to remission of tuition fees of girls reading classes V to VIII in recognised secondary schools session 1971 i.e. 1. 1. 71.

3. The remission of tuition fees should be restricted to the ceiling of fee rates approved by Govt. in connection with the Grants-in-aid Rules. Free studentships, if any, already sanctioned by Govt. under the Grants-in-aid Rules for girls reading in Classes V to VIII in urban areas should be adjusted against the grants to be sanctioned for the purpose.

A grant as compensation for loss of tuition fees will be paid to each school coming under this scheme in quarterly instalments, in advances, on the basis of the estimates in regard to regular students. Tuition fees already realised for the months of January and February, 1971 shall be refunded to the students concerned, who are eligible for free tuition under this order. No tuition fee should be realized henceforth from girl students attending recognised schools and reading in classes V-VIII in urban areas, by schools which desire to come under this scheme.

4. The Chief Inspector, Womens Education, West

Bengal, is authorised to implement the scheme and to release grants in the manner indicated above.

5. The charge involved during the current financial year will be debited to the head "X. Development Schemes—Fourth Five Year Plan—Elementary Education—Expansion of teaching and educational facilities for children of age group 11-14" in the 28-Education Budget.

6. The Accountant General, West Bengal has been informed.

7. This order issues with the concurrence of the Finance Department of this Govt. vide their U. O. Note No. BVI (1)/272, dt. 19/2/71.

Sd/. Illegible  
Secretary

[ 16 ]

### GOVERNMENT OF WEST BENGAL

Office of the District Inspectress of Schools, 24 Parganas.  
Memo No. 30 (450) G.

Dated 16/4/71.

From : The District Inspectress of Schools, 24 Parganas.  
To : The Secretaries of all Junior High/High/Higher Secondary and Basic Schools in Rural and Urban Areas under the control of this office.

Sub : Submission of statement in connection with Remission of Tuition Fees for Girls reading in Classes V to VIII both in Rural and Urban Areas for the year 1971-72.

The undersigned is requested to submit the above mentioned statement as per proforma given below duly signed by both Headmistress and Secretary/Administrator of the School to this office by the 30/4/71.

## PROFORMA

Name of Treasury (in block letter)		Whether the school is situated in Rural or in Urban Area (in block letter)					
Sl. No.	Name of School with postal address.	Classwise rollstrength as stood on					Rate
		31.	3:	71			of Tuition
		V	VI	VII	VIII	Total	fee.
1.	2.	3.					4.
Amount paid by the D.I. Ss, 24-Pgs for 1970-71							Amount to
1st qr.	2nd qr.	3rd qr.	4th qr.	5			<u>be adjusted</u>
or				Total.			
January, 1971 to February/March, 1971. Total						6a	Deduction 6b.
Amount to be paid during the current financial year 1971-72.							
1st qr	2nd qr	3rd qr	4th qr	Total			
April to June		July to Sept.	Oct. to Dec.	Jany to March		8	
Remarks 9							
Signature of the Headmistress with Seal				Signature of the Secy/Administrator with Seal			

The rate of tuition fee has been calculated by the Govt. in case of at school in urban area (District town, Industrial area and municipal area) as follows.

Class V-VI @ Rs. 4/00 & VII-VIII @ Rs. 4/50 p.m.

Where the tuition fees are charged at the rates higher than the approved rates and such schools are not willing to lower their rate to the Govt. rate they will be excluded from this scheme. If such schools are willing to come under this scheme by reducing their rate an attested copy of the resolution of Managing Committee in this regard should be sent along with the statement.

In case of the schools that are earning tuition fees at the rate lower than the approved rate of the Govt., such schools will submit the statement at their present rates and in any case they should not increase their rates to the Govt. rate.

## XVI

### SOME APPEAL CASES

#### Case of Sm. Sudha Ray

Case by the Appeal Committee on 18. 4. 67

Consideration of the appeal preferred by Sm. Sudha Ray against the authorities of Chakda Besanta Kumari Balika Vidyapith, Nadia, was taken up.

The appellant and the Secretary are present.

Secretary states that the permanent Headmistress joined on 21. 11. 61. The suspension period is from 28.8.61 to 15.12.61. She would not get the allowance as Headmistress for that period as she did not work as Headmistress according to the High Court order and according to the Board's directions. She would not get the Assistant Headmistress's allowance as another person worked as Assistant Headmistress during that period. The reference of the Board's letter is 2214/G dated 6.2.62.

The appellant states at the time of dismissal her pay was Rs. 167/- plus Rs. 50/- as Asst. Headmistress's allowance. She was asked to show cause against the charges and on her application she got time once to submit explanation, but she was busy at that time with her Honours examination and she could not submit her explanation. It was a Test Examination. On another occasion, her sister went to the S.D.O. for time as she was out of Calcutta. A very short time was given. There was another prayer for time which was rejected. No. information was sent to her. The appellant states that she has received Rs. 1,423.86 P, from out of the deposits in Court. This is towards her pay up to the order of dismissal. Besides the above amount she received Rs. 750/- from the school as an ad-hoc payment during the pendency of the appeal.

Sm. Sudha Ray admittedly was an assistant teacher of the school appointed validly in June 1951 and was confirmed in July 1953. The permanent Headmistress Sm. Lila Lahiri left the school on 31.6.61, but the charge was not given over to Sm. Sudha Ray immediately. The Secretary of the school did not authorise her to act as Headmistress and yet it appears that he expected her to do so. The appellant before the Board drew the attention of the Secretary to the administrative difficulties arising out of nobody being in charge of the office of the Headmistress of the school. This proved to be of no avail and it was not until the District Inspectress of Schools had intervened that the appellant was placed in charge of the school as Acting Headmistress by the Secretary on 8.8.61. Only 19 days after this, the Secretary suspended the appellant on certain charges which are matter of record. At the intervention of the Board, the order of suspension was withdrawn and she was charge-sheeted on 30.12.61 giving her two weeks' time to reply to the charges on pain of summary dismissal. The appellant prayed for extension of time, which was extended up to 21.1.62 and thereafter, her services were terminated with effect from 24.12.62. The appellant filed a Title Suit (No. 68 of 1962) in the Munsiff's Court, Ranaghat, against the order of dismissal. The Munsiff in his elaborate judgment has dealt with the merits of the case in detail and has found that with the exception of one charge, namely, that of addressing the Secretary in chits of paper without proper address where rules of official etiquette have been violated, all other charges were baseless. The Munsiff, however, dismissed the suit as not being maintainable in its present form. In appeal, the learned Subordinate Judge reversed this part of the decision of the learned Munsiff, but, upheld his findings on the merits of the case. Managing Committee took the matter to the Hon'ble High Court and the Hon'ble High Court agreed with the findings of the learned Subordinate Judge, but opined that in view of Rule 25 of the

Rules for the Management of Aided Schools, the appellant, Sm. Sudha Ray had to seek relief before the Appeal Committee of the Board and accordingly gave such directions both to Sm. Sudha Roy as well as to the Board.

The Managing Committee enforced their decision of termination of the services of Sm. Sudha Ray without waiting for the approval of the Board under Rule 25. Ipso facto, therefore, the execution of the decision of the Managing Committee into action has been illegal, and only on this ground, if not on any other, there should be an order of reinstatement. Sm. Sudha Ray had filed an appeal though in the form of a complaint on 25.1.62 and intimated by her letter dated 8.2.62 that she had filed a suit in the Court of the Munsiff. The filing of the suit in the Civil Court prevented disposal of the appeal by the Board. During the whole period, therefore, from 25.1.62 to the date of hearing of the present appeal, 19.3.67, the appeal must be deemed to have been pending. There is, therefore, no question of limitation and it is within the jurisdiction and competence of the Appeal Committee to decide the appeal.

A long catalogue of charges given in the charge-sheet have been carefully sifted by the learned Munsiff as well as by the learned Subordinate Judge in their respective judgements and except Charge No. 3, all have been found baseless. The Appeal Committee sees no reason to differ from the findings of the two learned Courts. As regards Charge No. 3, it is merely a matter of form that she addressed solely informative or information soliciting chits to the Secretary without the proper address, as given in the text books. But, the contents thereof do not show any intention of affront to the Secretary nor any attitude of disrespect. In unofficial notes, the practice has been continuing in all Government offices for a long time and it does not appear that any superior officer has ever taken any objection to such form of address. Culpability certainly depends upon *mens rea* in all cases of human conduct where such conduct

is alleged to be culpable. There are definite exceptions of culpability which any rational society either ignores or condones. Such exceptions occur in all laws of civilised societies and the Indian Penal Code has also made such exceptions. Further, unless the intention to do wrong is clearly established, if some affront is felt for any unintentional act, the alleged offender can merely be sorry for it but is certainly not punishable. In this particular case, this dictum should apply and the guilt found with the improper address in these chits is not guilt sufficient to deserve the punishment of dismissal.

*Resolved* that Sm. Sudha Ray be reinstated in her post as Assistant Headmistress with effect from 24.1.62 with the benefits of full pay and allowances less the amounts already drawn.

*Further Resolved* that she will earn increments during this period as she would have, had she continued in her service as Assistant Headmistress of the school. All allowances and other emoluments permissible by rules or generally admissible by the custom of that school, would be admissible to her in full for the entire period from the date she was allegedly dismissed.

3. Considered the case of Sm. Sudha Ray, Headmistress, Chakdah Basanta Kumari High School, Dt. Nadia.

The matter of the Managing Committee arising out of the Rule No. 25 of the Rules for Management of Non-government High Schools including Aided Schools, for approval of their order of removal of a teacher by the Board of Secondary Education cannot be determined by this Appeal Committee.

Sm. Sudha Ray complained to the Board from 1962. But her case has not yet been processed for hearing by the Appeal Committee. This case is, therefore, struck off. Her appeal may be made ready for hearing by this Committee.

Administrator regarding such deviation who got annoyed with her such interference. While handing over charge of the school to the present Administrator he might have told about this behaviour of the Headmistress so as to prejudice her case. She declined to submit her resignation as pressed by the Administrator and other local people. She was therefore, charge-sheeted for the continuous poor results in the School Final Examination, her arrogant attitude, misbehaviour with the students and teachers of the school and complete lack of supervision for which the clerk of the school managed to defalcate a large sum of money amounting to Rs. 4,000/-. The explanations submitted by her were considered unsatisfactory and she was, therefore, dismissed by the Administrator with effect from 20.6.66.

*B. Observations of the Administrator of the School*

Sm. Usha Majumdar, B.A. (Hons), B.T., was appointed Headmistress of the school in the year 1961. She was found completely unfit for holding the post of a Headmistress for the following reasons :—

1. The results of the school during which Sm. Majumdar was Headmistress deteriorated every year.
2. She was found drawing House Rent Allowance @ Rs. 36.00 per month though she resided in the Municipal area. This is not proper on the part of a Headmistress of a school.
3. The Headmistress took no steps to appoint the requisite number of teachers in the school and even she did not draw up any fixed routine for which there was a complete chaos in the administration of the school.
4. She allowed the cases of free and half-free students in the matter of tuition fees without consulting the Administrator. The account of the sale proceeds of examination papers and specimen papers were never entered into the School Register for several

years. Her arrogant attitude made the students and the teachers hostile to her. Once the matter came to such a head that the entire population of the area rose against the Headmistress for which she was so much terrified seeing the attitude of the local people that she submitted a leave petition and also for her protection.

5. Due to the menacing attitude of the students, the teaching staff and the people of the locality it was not possible for her to continue as Headmistress of the school any longer.

She was charge-sheeted for the above reasons and ultimately she was dismissed from services with effect from 20.6.66 as her explanations were not considered satisfactory after giving her three months' pay in lieu of three months' notice.

#### *C. Counter-observations of the Appellant.*

Sm. Majumdar has denied all the charges levelled against her by the Administrator of the school. She has drawn House Rent at the rate of Rs. 36/- per month from the time of her appointment in the school according to the resolution of the then Managing Committee. She was never arrogant nor did she show any least temper to a student or a teacher. The result of the school was poor due to paucity of adequate number of teachers and as no steps were taken to improve the standard of the school by the successive Administrators. All charges against her were baseless and engineered by some men of the locality to harass her and even a false criminal case was started against her as a co-accused with the clerk of the school for defalcation of money.

She has not been paid three months' pay in lieu of three months' notice as reported by the Administrator and even she did not receive her pay since December, 1965. She also did not receive any Government D. A. during the period.

Hence the appeal.

The appellant Headmistress is present. No one is present on behalf of the school.

The appellant states that she is not employed anywhere. She adds that the sale-proceeds of the examination papers and specimen papers were entered in the school register from 1961. Formerly, teachers and students used to meet the expenses of feast or excursion from this fund. She states that it was about the building plan that there was difference of opinion with the Administrator in 1965. The then Administrator left the place and the new Administrator joined. Thick pillars had to be placed so that the roof might not fall. She objected. No class could be held there. As a result now the building has not been occupied by the school. She further adds that she objected to the formation of the Advisory Committee. She adds that she never got the Audit Report in spite of her reminders. She did not get any paper for answering the charges. The clerk placed the number of students and that is what she signed. She adds that as she did not get the records she could not reply to the charge No. 3 about the free and half-free studentships. The appellant Headmistress places a letter dated 12. 2. 67—(1A). After the incident protection was sought for. No protection was given. The Headmistress places a letter from the Board regarding change of subjects—(1B).

#### *Orders*

The appellant did not get the proper opportunity for answering the charges as the records were not made available to her. The construction of the building at so much cost in such an unsatisfactory manner might be rightly objected to by the Headmistress and it is unfortunate that the building so constructed could not be occupied by the school. It is not known who were responsible for such a construction. She having objected might have become unpopular with some. But as regards the charges it is seen that the appellant had not got the full opportunity to meet them and there are no definite findings on each of the

charges. She has explained the mistake about the subjects so far as this Board is concerned. It is found that the dismissal was not justified.

*Resolved* that the appeal be allowed and the appellant be re-instated at once as the Headmistress of the school and she be paid her arrear salaries at the rates claimed.

[ 4 ]

**Case of Sm. Nirupama Bhattacharya**

Consideration of the question of reviewing the decision of the Appeal Committee regarding the appeal preferred by Sm. Nirupama Bhattacharya against the authorities of Seth Sooraj null Jalan Balika Vidyalaya, Calcutta, was taken up.

The appellant and the Secretary of the school are present.

The appellant says that she served in different institutions after her dismissal and before her reinstatement. But she cannot mention the period or the pay.

The Secretary states that he has obtained certificates from the schools where she served and files the copies.

The appellant denies that she joined Jnan Bharati in January, 1963 and admits that she got Rs. 120/- per month. She also admits that she served Marwari Balika Vidyalay (for the period from 27.8.66 to 8.9.66) and got pay @ Rs. 105.50 p. per month. She cannot remember the exact date from which she served.

The Secretary of the school states that the last pay she drew was @ Rs. 115/- per month.

The appellant says that she used to draw pay @ Rs. 109/ per month. Rs. 20/- were the School Dearness Allowance and the balance was the pay. The appellant is an Intermediate Trained teacher.

The Secretary admits that annual increment was Rs. 4/-. From January, 1963 her pay would be Rs. 119/-, from January, 1964 Rs. 123/-, from January, 1965, Rs. 127/-, and

from January, 1966 her pay would be Rs. 131/- per month. The Secretary submits that the school is willing to pay the entire arrears deducting the amount that she drew actually from other schools. The Secretary is ready to allow her the Provident Fund benefit for these years. The Secretary is also ready to pay all her arrear dues within 15 days from the date of receipt of this order.

The Appeal Committee decided on March 2, 1966 on re-instating the appellant, Sm. Nirupama Bhattacharya that she be paid her arrear dues in full with effect from 27th December, 1962, with full benefits of Provident Fund. The specific arrear dues were not mentioned and no specific directions were given for calculating the amount. It is admitted that between the order of dismissal and the reinstatement the appellant had been employed in two places. It is not disputed that she had been paid @ Rs. 120/- per month in one case and @ Rs. 105.50 p. per month in other case.

There is no statutory power of review. But consequential relief granted about the payment of arrear dues in full requires clarification. There is nothing to show that this amount of remuneration which she got from the two schools was specifically directed to be ignored at the time of calculation of arrear dues from the school. When the appellant served at other places and got her remuneration, that remuneration should reasonably be deducted in calculating the total dues from the school for the period she was kept out of employment.

It appears that she served Jnan Bharati from 18th January, 1963 to 29th February, 1964 on a salary of Rs. 120/- per month including allowances. The Principal of the school has given a certificate and there is no reason to discard it. From 27.8.64 to 8.9.66 she served in the Marwari Balika Vidyalaya on a salary of Rs. 105.50 p. per month. The Secretary of the school has certified.

She was re-instated by the school where she originally

served with effect from 10.9.66. She had been dismissed with effect from 27.12.62. Her salary was Rs. 115/- per month it would be Rs. 119/- per month from January, 1963, Rs. 123/- per month from January, 1964, Rs. 127/- per month from January, 1965, Rs. 131/- from January, 1966. Her arrears should be calculated on the above rates for the period from 27th December, 1962 to 9.9.66, she having been re-instated from which date she would get her usual pay. In calculating the arrears at the above rates for the above period, the amounts she took from the other two schools during the period she served there, should be deducted.

*Resolved* that the arrear dues with the effect from 27th December, 1962 till the date of her re-instatement, 9.9.66, with full benefits of Provident Fund be calculated in the following manner :—

(1) From 27th December to 31st December, 1962 she would get @ Rs. 115/- per month ; from January, 1963 to December, 1963, she would get @ Rs. 119/- per month ; from January, 1964 to December, 1964, she would get @ Rs. 123/- per month ; from January, 1965 to December, 1965, she would get @ Rs. 127/- per month ; from January, 1966 to 9.9.66, she would get @ Rs. 131/- per month.

(2) From the above amounts the following sums which she received by way of remuneration from the two institutions during the above period should be deducted :—

(a) The amount drawn from 18th January, 1963 till 29th February, 1964, @ Rs. 120/- per month.

(b) The amount drawn from 27.8.64 to 8.9.65 @ Rs. 105.50 p. per month.

The school should give her the benefits of Provident Fund during the entire period and deduct necessary contributions from her from the amount due to her and the balance of the amount shall be paid to her within 15 days from the date of receipt of this order.

[ 5 ]

**Case of Sri Bidhu Bhushan Sil**

Considered the main appeal preferred by Shri Bidhu Bhushan Sil, Headmaster, Balurghat Khadimpur High School, West Dinajpur, against the Managing Committee of Balurghat Khadimpur High School, West Dinajpur.

Shri Jogesh Chandra Chakravarty (from Guardians' category) and Shri Bhupendranath Sarkar (from the category Persons Interested in Education), members of the Managing Committee of the Balurghat Khadimpur High School, West Dinajpur were present on behalf of the school, at the meeting of the Appeal Committee held on the 4th July, 1966.

The appellant Shri Bidhu Bhushan Sil was also present.

**Judgement**

After perusing the records and statements made by a member of the Managing Committee and by the Headmaster to-day before this Committee and other materials that had been referred to, the Committee comes to the unanimous decision that the order of dismissal of the Appellant cannot stand.

The appellant, an M. Sc., B. T., was the Founder-Headmaster of the institution from 15.7.51. The Managing Committee which passed the order of dismissal was reconstituted on 30.7.61. He was suspended on 12.7.64 and was dismissed by a resolution of the Managing Committee dated 11.4.65 with effect from 1.6.65. The charge-sheet was drawn up according to a resolution of the Managing Committee dated 12.3.65. There were several litigations and ultimately the Hon'ble High Court by an order dated 23.6.66 directed the Appeal Committee of this Board to dispose of this appeal within a period of two weeks from 23.6.66. The appeal was accordingly put up for hearing to-day by the Appeal Committee in the presence of the parties who were directed to appear with relevant papers. The order of dismissal suffers from the following infirmities :—

(i) The resolution about the drawing up of the charge-sheet against the Headmaster dated 12.3.65 and the resolution terminating his services dated 11.4.65 were passed by a Managing Committee, three years of whose life had expired in December, 1964. There was no election according to the rules within time before the expiry of the term and it does not appear that the term had been extended. It is submitted that the Board had been approached for extension, but no reply was received. Election was held later on, although there is nothing to show that the new Managing Committee was approved and properly constituted. Before the election in September, 1965, the Managing Committee was not *prima facie* functioning legally on 12.3.65 or 11.4.66. The *de facto* Managing Committee which was managing the school, being a statutory body and its life having expired and there being no order as yet extending its term of life by a resolution must be taken to have been passed by an unauthorized Managing Committee.

(ii) It appears there is no resolution forming an Enquiry Committee to dispose of the charges against the Headmaster. It is seen that the Headmaster had prayed in his show-cause reply to adduce evidence. Neither he was heard personally nor was time granted for adducing evidence. On the receipt of his explanation there was only the resolution stating that the explanations were not sufficient and satisfactory and could not be accepted. The Secretary himself who was a party to all the withdrawals and payments except the petty amounts, was a party to the decision against the Headmaster. He has not appeared before this Appeal Committee. The Headmaster says how the amounts were paid and withdrawn and purchases were also made with the authority of the Secretary. He would be almost in the position of a co-accused if the Headmaster was guilty of the offences in the transactions as alleged. His statement explaining the position is not there. He had been a party to the decision. It is also found that Gouri Sankar Das was a party to the decision

on 12.7.64 which led to the suspension. There was the judgement of the Munsiff in the Title Suit on 3.3.65 observing that he had been rightly recorded as the guardian of his brother. Even then his impartiality to any decision against the Headmaster on 12.7.64, 12.3.65 or 11.4.65 can be questioned. The explanations of the Headmaster were not properly enquired into when evidence was available. As for example, it could at once be verified whether the Mali had actually received the amount or not and whether the members of the staff had received part payments or not on the 1st or 2nd of the month out of the moneys drawn from the Bank. The daily Cash Book is not here. It does not appear that the persons concerned who had supplied the equipments or the Contractor who had constructed the building, were not entitled to the amounts which they claim or there was any collusion between them and the Headmaster. The letters produced by the Headmaster from the persons concerned falsify the allegations against the Headmaster about over-payment or conspiracy to misappropriate the school fund or any action in such matters which the Secretary was not aware of. One party has informed about a mistake through oversight. The order of dismissal was passed by adopting a procedure which afforded no adequate opportunity to the Headmaster to explain the charges against him. The Managing Committee which passed the resolution, was not the legally constituted Managing Committee. It is also seen that some persons who took part in the decision had reasons to be biased because they were interested in the matter, e.g. the Secretary and Sri Das.

It is further seen from the evidence available that all the charges cannot be said to have been substantiated by any satisfactory evidence.

(a) It is proved that he drew a house-rent of Rs. 25 illegally. The production of rent-receipts from his wife in respect of his own house has been explained by the Headmaster with reference to his impression after audit that this

could be recouped by way of grant from the Board. It is not proved that he began drawing this house-rent allowance on receipt from his wife just after entering his own house or to evade the provision of any rule or resolution of the Committee cancelling house-rent allowance. On behalf of the Managing Committee it has been shown that this amount was later on shown as special allowance, but although it was under the general heading of Special Allowance in the Cash Book it was mentioned that it was for house-rent. There is no case of fraudulent misrepresentation. The Munsiff in his judgement said that it was not proper for the Plaintiff but there was no deception and the payment was made with full knowledge and consent of the school authorities. This cannot be a matter of charge of dismissal.

(b) As regards the rickshaw fares the Headmaster's explanation appears to be satisfactory and the member of the Managing Committee who deposed here does not attach importance to it.

(c) As regards the Mali's thumb impression and signature, the Headmaster's story appears to be more convincing.

(d) As regards his sale of C. I. sheets and wooden poles the Headmaster's statement that the sale of the left-over articles by the Secretary to several persons including his wife was not done secretly, appears to be convincing. He did not hold the sale.

It has already been seen that the Secretary who was associated with all these things has not appeared before the Committee. Two other members of the Managing Committee have been deputed to represent the case as he is ill.

(e) As regards the purchase of articles from the West Bengal Agency or the T. S. Syndicate, there is no case of misappropriation or overpayment established by any satisfactory evidence. The Headmaster has produced letters from these concerns. It is not proved by the school authorities that the Headmaster is behind any unjustified demands by these concerns. The Secretary was also a party to these

purchases. It is found from a letter written by A. N. Kar that as far back as 21.11.63 he had submitted a bill claiming an amount of Rs. 6,565 beyond Rs. 61,000. It is not proved that any item of work for which there was this extra claim, had been unauthorised or that there had been a collusion between the Headmaster and this Contractor behind the back of the Secretary and others. The Audit Report of 1963-64 does not mention any other irregularity except that there is a reference to the withdrawal of house-rent. As it has already been observed it is not seen that it was surreptitiously done against any resolution by the Managing Committee when the Headmaster had been drawing this house-rent from before. There is no substance in the allegation of falsification of accounts in respect of Voucher No. 17. It cannot be said that the Headmaster had misappropriate any amount or that he had made over-payment or any payment in a manner which the Secretary did not know.

(f) As regards the embezzlement of Rs. 2,900 and Rs. 1,600 it is not proved that there was embezzlement. The Headmaster says that when salaries could not be met from collection, amounts had to be withdrawn from the Post Office. He also said that advance in part-payment of the salaries are made with amounts withdrawn from the Post Office and the final payment is made some days later when there is available cash on collection of daily receipts. The Munsiff has observed that the maintenance of the accounts had not been regular. The daily Cash Books have not been produced. Final payment is shown in the Cash Book when acquittance is obtained on full payment. The amount had been withdrawn on the first or second of the month and the Headmaster's explanation appears to be plausible and does not appear to be contrary to any practice or rules. Part-payment of salaries in the beginning of the month when funds are not available, is not unwarranted. No misappropriation is proved.

(g) It is found that the Headmaster had sent his membership subscription of Rs. 3/- out of the schoolfund, Rs. 4/- out of Rs. 7.15 was for the Bulletin, the price of which could be met from the School Fund. The Headmaster states that he was under the impression that as he was a member as the Headmaster of the institution, his subscription of membership could also be paid from the School Fund. Here he is entirely wrong; but this was done openly and for this unauthorized expenditure he might be asked to refund as also he could be reprimanded, but this is not a sufficient ground for dismissal.

(h) As regards the yield from the lands purchased for use as a foot-ball ground, the Headmaster's story appears to be convincing. He had nothing to do with the yield or the crediting of the amount as the price of the paddy. It was done at the Secretary's intance.

(i) As regards instances of insubordination and defiance of authority and charge of professional misconduct, there does not appear to be any substance. No such charge is made out as could warrant the dismissal of the Headmaster of the school. On behalf of the school authorities some letters of the Board reprimanding the Headmaster were referred to. In 1959 he was reprimanded for his defects, lapses and asked to remove them. It was about daily writing of Cash Book etc., discontinuance of rough account, notebooks and daily deposit of collection in excess of Rs. 100/-. It is not proved that there had been any violation of such directions subsequently. In the subsequent letter of 1962 there was an objection against this Headmaster being the Founder-Member of the Khadimpur High School and there was a reference to irregularities in the administration. Two employees were found to be wrongfully discharged. They were reinstated. Employment for domestic purposes was discouraged and the Headmaster was severely warned. They are not of such a nature, the order of dismissal being illegal and unjustified, that they can be taken now to have

proved the charges which could not be proved independently by satisfactory evidence.

It is resolved that the order terminating the service of the appellant from 1.6.65 be set aside and the Appellant be reinstated. He shall be paid by the school all his dues, emoluments being calculated as if he had been in continued service ; but the amount that the Headmaster paid as his subscription for his membership of the Headmasters' Association out of the School Fund shall be deducted from his dues.

## JUDGEMENT OF SOME COURT CASES

[ 1 ]

### **Basantakumari Girls' High School, Chakdaha**

Extracts from Judgement dated 20.9.65 of the Hon'ble Mr. Justice P.B. Mukherjee in S.A. No. 1380 of 1965  
Baidyanth Bose & Ors.....Appellants.

*Versus*

Sm. Sudha Roy & Ors..... Respondents.

*For the Appellants :—* 1. Mr. Arun Kumar Dutta.  
2. Mr. Nagendra Nath Saha.

*For the Respondents :—* 1. Mr. Anil Kumar Sinha.  
2. Mr. Ambika Charan Bhattacharyya.  
3. Mr. Gautam Prasad Chatterjee.

Both the Courts have taken the view that the charges really were vague and not established and that Trial Court came to the finding that except charge No. 3 no other charge was established at all.

The dismissal in this case is wrongly done. But a wrongful dismissal does not mean that the Court will have to reinstate a wrongfully dismissed person. In common law the ordinary remedy of an aggrieved person in such a case is damages for wrongful dismissal and not reinstatement.

Mr. Sinha, for the respondents, who very ably argued

this appeal for the plaintiff naturally fell upon the principles of statutory bodies.

I have not been able to find out any authority where a Civil Court independently on its own, can, in the facts of such a case as the present, pass a decree or order for reinstatement even in a case of wrongful dismissal. Remedy appears to me to be only for damages in that eventuality. If the plaintiff/respondent wants reinstatement she has got to adopt the procedure laid down by the Statute and ask for reinstatement from the statutory body which the statute has created and which the statute has clothed with the power of reinstatement. It is not for this Court to be the substitute for the Appeal Committee in the facts of this case.

For these reasons while I allow the appeal and set aside the judgement and decree of the Lower Appellate Court as quoted above I make it quite clear that—

1. The Managing Committee of the School can remove the teacher only subject to the approval of the Board of the Secondary Education under Rule 25 of the Rules for the management of non-Government High Schools including aided schools ;

2. Here in the facts the approval not having yet been obtained the removal cannot in law be complete unless such approval is given ;

3. I direct the appellants to move the Secondary Board of Education as expeditiously as possible under Rule 94 ;

4. I also direct the Secondary Board of Education to consider this question under Rule 25 whether it should grant approval or withhold approval in the light of the fact that almost all the charges have failed and even the one charge that has succeeded has been held by the Trial Court not to justify the dismissal ; and

5. Whatever be the result of the decision of the Board of Secondary Education under the rule 25 as above the parties will have further liberty to take proceedings before the Appeal Committee under section 30 of the act and

regulations made thereunder for an appropriate decision on them.

In other words this appeal is allowed without prejudice to the rights of the parties specially mentioned in the 5 points enumerated above.

There will be no order as to costs of this appeal.

Mr. Sinha for the respondents drew the attention of the Court that even the plaintiff's arrears of salary including the permissible allowance before the termination of her service have not been paid and are due. Mr. Sinha for the appellants has rightly agreed to pay all arrears of salary including the permissible allowance due to the plaintiff prior to the institution of the suit. In calculating such salary etc. the period for which she actually worked as acting Head Mistress should be paid at the rate of the salary including the permissible allowances of the Head Mistress. This payment for arrears of salary are agreed by the learned Advocates on either side to be paid as soon as possible and if necessary for that purpose the appellants will be at liberty to withdraw the money already deposited in Court and make such payment to the plaintiff for the arrears of her salary due at the time of the filing of the suit.

[ 2 ]

### High Court Case

[Constitutional Writ Jurisdiction]

D. Basu, J.

1966,

6 December.

Lilabati Kanjilal,

Petitioner.

v.

Administrator, Nasra

Girls' High School

and others, Respondents.

Rules for Management of Non-Government High Schools including aided schools, rule 25—Whether still effective in spite of repeal of 1950 Act—'Approval,' meaning

of—Approval of the Board to be taken before exercise of power by Managing Committee—Construction.

W. B. Board of Secondary Education Act (V of 1963). Section 28—Power and duties of President—Whether approval order is a decision by Board or by President—Whether approval order is made by President in an emergency—Scope of.

*Though the West Bengal Secondary Education Act of 1950 was repealed by the W. B. Board of Secondary Education Act of 1963, no rules have yet been framed in exercise of the rule-making power vested in the State Government by section 45 of the new Act. As a result the Rules framed under the repealed Act are continuing in operation by virtue of section 25 of the Bengal General Clauses Act.* (Para 5)

The word 'approval' simpliciter may mean either previous approval (in the form of approval to a proposal) or subsequent approval (of an action already taken). But the meaning of the word 'approval' in paragraph 2 of Rule 25 of the Rules framed under Act 37 of 1950 has got to be deciphered with reference to the words 'subject to' and in that context it can only mean that the approval of the Board must be taken before the power of appointment or dismissal can be exercised by the Managing Committee. In the context, approval cannot mean ratification of an action already taken by the Committee.

Moreover, what is made subject to the approval of the Board is not an 'appointment' or 'removal' made by the Committee, but "the exercise of the power of the Committee of appointing and removing teachers," which is conferred by paragraph 1 of Rule 25. (Paras 18 & 21)

The notice of termination of service and its enforcement is ultra vires Rule 25. (Para 27)

The Board of Secondary Education is a body corporate and when Rule 25 speaks of approval of the Board, it means that the approval must be given by the Board, at a meeting held in the manner referred to in section 14 of the Act. The President cannot exercise the powers of the Board unless there

is a provision in the statute empowering him to that effect. But in an 'emergency,' the President can exercise the powers of the Board. (Para 31)

The normal power of the President, under sec. 28 (1) is only to give effect to the decisions of the Board. To give 'approval,' within the meaning of Rule 25, is certainly a decision. That decision must, therefore, be of the Board. Sub-section (2) engrafts an exception, but the scope of this exception is limited by the word 'emergency'. Even if section 28 (2) were applicable to the instant case the President had not acted in accordance with its terms—nor even professed to do so. Accordingly, the President's approval is *ultra vires* section 28 and Rule 25. (Paras 32 & 33)

Cases referred to :

- (1) *Sakir Husain v. Chandde Lal*, AIR 1931 All 567.
- (2) *Md. Ali v. State*, AIR 1953 All 631.
- (3) *Straw Board Mfg. Co. v. Govind*. AIR 1962 SC 1500.
- (4) *Firth v. Staines*, (1897) 2 QB 70.
- (5) *Tata Iron & Steel Co. v. Modak*, (1925) II SCA 680.
- (6) *Re : Chance*, (1962) 1 All. ER 942.
- (7) *Brauer v. James Clark*, (1952) 2 All. ER 497.
- (8) *Chillingworth v. Esche*, (1924) 1 Ch. 97.
- (9) *Caney v. Leith*, (1937) 2 All. ER 532.
- (10) *Hudson v. Buck*, (1877) 7 Ch. D. 683.
- (11) *B. Bose v. Sudha Roy*, 70 CWN 571.
- (12) *Petts v. Reid*, 1943) AC 1.

[Cr. No. 448 (W) of 1964]

The facts of the case will appear from the judgment,

The Judgment of the Court was as follows :—

The petitioner was the Assistant Head Mistress of the Nasra Girls' High School, a Government-aided institution, who was appointed in September, 1958. On the 29th September, 1963, respondent No. 1, the Administrator of the School, served upon her the notice at Ann. 'B' to the petition, giving three months' notice for termination of her

services with effect from the 1st January, 1964, and the petitioner has not been paid her salary since that date.

2. The petitioner brought this petition under article 226 of the Constitution on April 16, 1964, challenging the validity of the notice, on the ground, *inter alia*, that no such notice could be served without the approval of the Board of Secondary Education. When the petitioner's application for *ad interim* injunction was moved, Sinha J. (as he then was), gave certain directions. Thereafter, the President of the Board of Secondary Education gave its approval to the termination order passed by the Administrator on the 29th September, 1963, by his order communicated by a letter of the Secretary of the Board, dated 18.9.64. Hence, the petitioner amended her petition, taking additional grounds.

3. Two grounds only have been pressed on behalf of the petitioner at the hearing :

(i) That the impugned notice of termination by the Administrator is bad inasmuch as it was made and given effect to without obtaining the previous approval of the Board of Secondary Education, as required by Rule 25 of the Rules made in exercise of the powers conferred by section 62 of the West Bengal Secondary Education Act, 1950.

(ii) That the impugned approval order passed by the President is *ultra vires* the Rule just cited inasmuch as it is the Board and not its President who is required by the Rule to give its approval to the order of the Managing Committee of the School, whose powers have admittedly been exercised by the Administrator,—respondent No-1.

4. (1) The first question involves the interpretation of 'approval' in rule 25 of the Rules referred to.

5. It is to be noted that though the West Bengal Secondary Education Act of 1950 was repealed by the present Act of 1963, (section 46), no Rules have yet been framed in exercise of the rule-making power vested in the State Government by section 45 of the new Act. As a

result, the Rules framed under the repealed Act are continuing in operation by virtue of section 25 of the Bengal General Clauses Act. In this context, the Court cannot help observing that it is high time that new Rules are framed by the Government inasmuch as trouble is bound to arise if old wine is kept in a new bottle indefinitely, and as a matter of fact, a number of cases have already been filed in this Court taking advantage of this anomaly.

6. Be that as it may, rule 25 of the existing Rules is the only provision relating to the termination of services of the teachers of a Secondary School which has been presented to me at this hearing. It says :

"The Committee shall have the power of appointing and removing teachers and other members of the 'staff' granting promotion and increments, leave and free-studentships, managing school funds, framing the annual report, dealing with all schemes of Development and such other matters, as are brought before it for consideration. Free-studentships shall ordinarily be given with the consent of the Head Master.

In the case of aided schools, the power of the Committee of appointing and removing teachers, granting promotion and increment shall be exercised subject to the approval of the Board of Secondary Education who will consider the recommendation of the Director of Public Instruction, West Bengal, before granting approval in the matter. The power under this clause to grant leave and award free-studentships shall also be exercised in accordance with the rules framed by the Board of Secondary Education in this behalf."

The school in question being an aided school, the second paragraph of rule 25 is admittedly applicable to this case.

7. The petitioner's contention is that the Managing Committee has no power to remove a teacher until the approval of the Board of Secondary Education to the proposal or resolution made by the Committee is received.

8. On behalf of the respondents it has been urged that

the word 'approval' in this paragraph means subsequent approval or ratification by the Board, so that as soon as the Committee takes action to remove a teacher, the latter shall be removed forthwith but that if the Board subsequently refuses to approve the action of the Committee the termination will be nullified forthwith and the teacher will be automatically reinstated ; that in the instant case, the Board having given its approval, the approval will relate back to the termination ordered by the Committee.

9. In support of this contention of the respondents much reliance has been placed on the observation of Sulaiman, A.C.J. of the Allahabad High Court in (1) *Sakir Husain v. Chandde Lal*, AIR 1931 All. 567, which has been followed by a Division Bench of that High Court in (2) *Mohammad Ali v. State*. AIR 1958 All. 681. That observation is—

“Ordinarily the difference between the approval and permission is that in the first the act holds good until disapproved, while in the other case it does not become effective until permission is obtained.”

10. But the several Dictionaries presented before me do not indicate that 'approval' always means subsequent approval and can never be construed as meaning previous approval or permission. In fact the very word 'ordinarily' in the cited observation makes it clear that the word may be used in either sense, and has to be construed in the light of the context. This is clear from the observation of the Supreme Court in the case of (3) *Straw Board Mfg. Co. v. Govind*, AIR 1962 SC 1500 (1504), which also has been relied upon on behalf of the respondents. The Court, in interpreting the proviso to section 32 (2) (b) of the Industrial Disputes Act, 1947, said—

“The use of the word 'approval' also suggests that what has to be approved has already taken place though sometimes approval may also be sought of a proposed action.”

11. The statutory texts to which the preceding cases as well as the English decision in (4) *Firth v. Staines*, (1897)2

QB 70, which also is cited on behalf of the respondents, relate, will show that 'approval' was interpreted to mean 'subsequent approval' because of the context in which that word had been used by the Legislature. In this English case the statutory provision was in section 58 of the Metropolis Management Act, 1885, as follows :—

"It shall be lawful for.....any (metropolitan) vestry to appoint a committee.....for any purposes.....

Provided always that the *acts* of every such committee shall be submitted to the general body of the.....vestry appointing such committee for their *approval*."

12. The question arose whether a notice issued according to the resolution of the Committee for abatement of a nuisance under section 85 of the Act was invalid on the ground that approval of the general body of the vestry was not taken before issue of the notice. The Court answered in the negative. The observation of Hawkes, J. makes it amply clear that the answer was influenced by the use of the word 'acts' in the proviso to sec. 58, which were required to be submitted for approval.

"Moreover, what the vestry are, under the proviso, required to approve is the 'acts' of the Committee; and *until the Committee have acted there is nothing for the vestry to approve*. What I think the proviso means is that if the Committee are called upon to justify their *acts*, they will be unable to do so unless they shew an approval of the vestry given *at some time or other*".

13. Similarly, in the *Straw Board Mfg. Co. case*, (*ibid*), our Supreme Court was influenced by the use of the words 'action taken', along with other factors, in the proviso to sec. 31 (2) (b) of the Industrial Disputes Act, 1947, which runs thus :

"(2) During the pendency of any such proceeding..... the employer may.....

(b) For any misconduct not connected with the dispute discharge of punish.....that workman ;

Provided that no such workman shall be discharged or dismissed unless, he has been paid wages for one month and an *application* has been made by the employer to the authority before which the proceeding is pending for *approval of the action taken* by the employer."

14. The Court, in coming to the conclusion that the word 'approval' did not mean previous permission, relied upon a number of reasons (p. 1504 of AIR), e.g.,—

(i) Use of the words 'action taken' in the proviso :

"But it seems to us *in the context* that the approval here is of *something done*, as otherwise it would have been quite easy for the Legislature to use the words 'for approval' of the action *proposed to be taken*."

(ii) Repetition of the words 'action taken' in sub-section (5).

(iii) Contrasted with the words of the proviso—*approval of the action taken* use of the words "*express permission in writing before carrying out the proposal*" in sub-section (1) of the same section.

15. The decision in the recent case of (5) *Tata Iron & Steel Co. v. Modak*, (1965) II SCA 680, merely reiterates the law laid down in the (3) *Straw Board Mfg. Co.* case (*ibid*), and does not carry it further.

16. The Allahabad case of *Mohammad Ali v. State*, (*supra*), too, has its special features. It was on section 68 of the U. P. Municipalities Act, 1916, Sub-section (1) of that section provided that a Municipal Board may appoint the principal officers of its technical departments and sub-section (2) then provided that—

"each such *appointment* and the salary and other conditions attached thereto shall be subject to the approval of the State Government."

17. The question for determination in this case was not whether the word 'approval' meant previous permission or ratification, but whether the termination by the Board of an appointment made by it on receipt of the refusal of the

Government to approve it constituted a dismissal within the purview of section 69 of that Act. This question was answered in the negative, on this reasoning :

".....the appointment though valid till it is disapproved is nebulous and cannot be deemed to be perfect and binding. In the case of such appointment the appointing authority must ordinarily have the *power of rescinding the appointment before it has been approved* by the higher authority."

What is to be noted in respect of this case is that what the State Government was to approve was an 'appointment' made by the Board and not 'the exercise of the power' to appoint or dismiss, as in the case before me, which we shall presently see.

18. In construing a clause like this, the proper mode of approach is to consider all the words taken together.

*Firstly*, in the provision before us, the words 'subject to' cannot be overlooked. These words, as held in a number of English decisions, referred to in (6) *Re: Chance*, (1962) 1 All. ER 942 (947), mean that if X is 'subject to' Y, then Y must be given a priority over X. For instance, if a Will bequeaths an income to the wife subject to the payment of annuity must be paid *before* making any payment to the wife.

Similarly, if a contract of sale is 'subject to an export licence' the grant of the licence is a condition precedent to the finality and enforceability of the contract, as held by the Court of Appeal in (7) *Braier v. James Clark*, (1952) 2 All ER 497 (499—501). In this case, Denning, L.J. said that these words meant that "the contract *only binds* if.....an export licence can be obtained."

Likewise, if there is a sale 'subject to contract', there is no binding contract between the parties *until* a formal document is executed, even though the term had itself been incorporated in a written instrument between the parties (8) *Chillingworth v. Esche*. (1924), 1 Ch. 97.

It follows that if the word 'approval' simpliciter may mean either previous approval (in the form of approval to a

proposal) or subsequent approval (of an action already taken), the meaning of the word 'approval' in the clause before me has to be deciphered with reference to the words 'subject to' and, consequently, it can only mean that the approval of the Board must be taken *before* the power of appointment or dismissal *can be exercised* by the Managing Committee at all. Thus, where an agreement of lease or sale is entered into 'subject to approval' of a party's solicitor, there is no concluded contract *until* such approval is available (9) *Cancy v. Leith*, (1937) 2 All. ER 532; (10) *Hudson v. Buck*, (1877) 7 Ch. D: 683.

*Secondly*, it cannot be overlooked that what is made subject to the approval of the Board is not an 'appointment' or removal' made by the Committee, as has been pointed out by me earlier, in connection with the statutory provision before the Allahabad High Court in the case of *Mohammad Ali v. State* (supra), but "the exercise of the power of the Committee of appointing and removing teachers, granting promotion and increment", which is conferred by paragraph 1 of the same rule.

19. It has been argued by Mr. Dutt, the learned Additional Government Pleader, that the power is already conferred by the rule upon the Committee by the first paragraph and that there is no fetter upon this absolute power in the case of non-aided schools. It is only in the case of aided schools that there is a limitation imposed by the second paragraph of rule 25. According to the learned Government Pleader, the Committee of an aided school is also free to exercise the power conferred by the Board, but that such exercise by the Committee shall be nullified if the Board subsequently disapproves of the exercise of the power by the Committee. This argument cannot, however be accepted in view of the meaning of the words 'subject to' as already explained by me. What is subjected to the approval of the Board is an exercise of the power to appoint, remove etc. Hence, the Committee *cannot exercise the power* at all unless and until

the approval of the Board is received. If the Committee appoints a man and instals him in office and goes on paying his salary and then either the Committee delays (in the instant case, the Committee referred the matter to the Board some 3½ months after its notice of termination, *vide* paragraph 6 of the Supplementary Affidavit-in-record dated 16.11.64) or defaults in seeking the approval of the Board indefinitely, or the Board goes slow in the matter, it cannot be said that the 'exercise' of the power has been subject to approval of the Board; because the exercise of the power of appointment has been completed as soon as the Committee has given effect to its decision to appoint the teacher in question. Similarly, the exercise of the power of removal is completed as soon the man is thrown out on the streets by the order on notice issued by the Committee. In such a case, it is immaterial at what point of futurity the Board's approval is sought for or is available. In short, the 'exercise of a power' must be held to be completed *as soon as it is given effect to*, and nothing is left thereafter for approval.

20. The 'approval', which is required by the second paragraph of rule 25 must, therefore, be a previous approval of the action proposed by the Committee. This appears to have been the view taken by P. B. Mukherjea, J. in the case of (11) *B. Bose v. Sudha Roy*, 70 CWN 571 (578), when his Lordship observed :

"Here in the facts the approval *not having yet been* obtained the removal cannot in law be complete unless such approval is given."

21. Any way, I have given my reasons in full for coming to the conclusion that, 'in the context', approval cannot mean ratification of an action already taken by the Committee.

22. In the instant case, the petitioner's allegation that she has not been paid her salary since the 1st January, 1964 is not contradicted. Paragraph 12 of the counter-affidavit of B. N. Mandal dated 11.7.64 also states that the notice of

termination was given effect to on the 1st January, 1964. That action of the Administrator was, therefore, *ultra vires* inasmuch as he did not take the approval of the Board before that.

23. A question has been raised as to why the Rule should be so stringent in the case of aided schools. The reason is not far to seek. The object of the Act is to promote secondary education in the State and the function of the Board set up under the Act is to advise the State Government on all matters relating to secondary education [section 27 (1)]. An aided school, it is commonplace, is a school which receives financial grant-in-aid from Government, on its fulfilling the conditions prescribed for the purpose. In the case of an aided school, therefore, the Government is more particularly interested than non-aided school because of its financial stake. The appointment, promotion, increment and removal of teachers are matters which involve financial commitments. It is therefore, prescribed by rule 25 that in the case of an aided school, such matters must be done with the approval of the Board which has been constituted by the Act as the adviser of the Government. The rule does not even stop there. Inasmuch as the Board is a statutory corporation, and not a Department of the Government [section 3(2)], the rule provides an additional safeguard, namely, that the Board's power of giving approval is itself made subject to another condition precedent, namely that *before* granting its approval in the aforesaid matters, the Board must "consider the recommendation of the Director of Public Instruction" who being a direct subordinate of the Government is expected to represent the financial interests of the Government better than the Board. If the Board itself is to consider the recommendations of another authority in giving its approval to the exercise of the power of the Committee of an aided school, it would be defeating the purpose of the safeguard imposed by the second paragraph of the rule to hold that the

Committee can exercise the power and give effect to that power *before* receiving the approval of the Board.

24. In this context, the last part of the second paragraph of the rule has also to be considered. It says that the power of the Committee to grant leave to teachers and free-studentship "shall be exercised *in accordance with* the rule framed by the Board of Secondary Education in this behalf." It is to be noted that though the expression "exercise of the power" is common to both parts of the 2nd paragraph, while in the first part such exercise is made "subject to approval", in the latter part it is required to be made "*in accordance with the Rules.*" This use of different phraseology cannot but be held to be deliberate, and it is evident that in relation to the minor matters of leave and free-studentship, the Rule does not intend to impose a limitation as rigorous as the first part which deals with more important matters like appointment, promotion, removal etc. It is not that the Board has no part to play as regards the minor matters at all; it will have to make rule to guide the Committee in these matters and then to see, if it has to discharge its function of "supervising and controlling secondary education" [section 27 (2)], that the rules so prescribed by it have been observed by the Committee of an aided school, and, if not, to nullify such action by subsequent disapproval. In this case, the Committee is free to exercise the power without seeking any prior approval and if, eventually, in the opinion of the Board it has transgressed any such rule, the Board has the power to set aside the action taken by the committee. The latter part of the second paragraph in my opinion, envisages a situation as urged by the learned Additional Government Pleader, and it would be ignoring the difference in phraseology if the same conclusion is arrived at as regards the earlier part, where the exercise of the power by the Committee is made subject to the approval of the Board.

25. We have got intrinsic evidence in the provisions of

the Act of 1950 itself as to whether previous or subsequent approval was meant by the Legislature by the word 'approval' and the Government when it framed r. 25 can be presumed to have been guided by the same meaning as was imputed to that word by the Legislature as held by the House of Lords in (12) *Petts v. Reid*, 1943 AC 1.

For instance in the Act of 1950—

(1) Sub-sec. (1) of sec. 31 empowers the Board to constitute 'such other Committee as it thinks fit', "subject to the approval of the State Government". Can a Committee set up by the Board function before the approval of the State Government? The very existence of any such Committee will depend upon the previous sanction of the Government.

(2) Sub-sec. (2) of the same sanction empowers the Board to delegate to any such Committee any of the functions conferred upon the Board by the Act, "with the approval of the State Government". It is obvious that no such delegation can be valid and no Committee can exercise any such delegated power before the approval of the Government is received.

26. The meaning of previous approval is adhered to by the Legislature also in the Act of 1963, in the following provisions, *inter alia*—

(i) Sec. 24 (1) empowers the Board to set up other Committees, 'with the approval of the State Government'. This corresponds to sec. 31 (1) to which we have already referred.

(ii) Sec. 21(2) (d) empowers the Board to undertake the preparation and publication of text-books "with the approval of the State Government". Will not the action of the statutory Board be *ultra vires* if it does not obtain the approval of the Government before undertaking any such function?

(iii) In sec. 27 (4), the Act is more explicit by using the words "no regulation shall be valid unless it is approved by the State Government." In my opinion, the same result

is desired by using the words "*subject to approval*" in the second paragraph of rule 25, because the Government wants to protect itself from illegitimate or unnecessary burdens in the case of aided schools, through the agency of the Board, acting on the previous recommendation of the Director of Public Instruction.

27. The impugned notice served upon the petitioner and its enforcement is, accordingly *ultra vires* rule 25.

28. (II) It has, however, been urged that since the Board has eventually, given its approval to the removal of the petitioner, the removal should be upheld as valid at least from the date of the approval granted by the Board. It is, however, not necessary to enter into the merits of this contention inasmuch as I find that the second objection raised on behalf of the petitioner goes to the root of the approval relied upon by the respondents.

29. It appears from paragraphs 7 and 8 of the counter-affidavit filed by Amalendu Sen Gupta on 4. 1. 65 and paragraphs 9 and 10 of the same gentleman's counter-affidavit filed on the 1st March, 1965 that it was not the Board but the President of the Board who gave its approval to the termination order passed by the Administrator. From the Letter No. 19274/G addressed by the Secretary of the Board to the petitioner, it is presumed that the order of the President was made some time before 18. 9. 64. On 18. 11. 64., the petitioner filed an affidavit sworn by S. P. Roy, a member of the Board that the matter had not been placed before the Board at all by that date. In the affidavit of Amalendu Sen Gupta of the 1st March, 1965 [paragraph 10 (c)], it was stated that the matter could not be placed before the Board earlier because—

(i) no meeting of the Board was held at the relevant time,—meaning the time fixed by Sinha. J. (as he then was), to which I shall advert presently ;

(ii) the record was not available to the Board on account of the pending case.

30. I am constrained to say that neither of these excuses are acceptable. If the record was not available because of the pending case, how could the President make the order of approval? The Board could do it in the same manner. As to the ground that "no meeting of the Board was held at the relevant time", this has to be read with paragraph 8 of the counter-affidavit dated 4. 1. 64, where it is stated that the President was obliged to pass the order, without calling a meeting of the Board, because the time given by the court was very short, and the President considered the matter as urgent. This ground of urgency is pressed at the hearing, on behalf of the respondents.

31. The Board, it is to be noted, is a body corporate [section 3 (2)] and when rule 25 speaks of approval of the Board, it means that the approval must be given by the Board, at a meeting held in the manner referred to in section 14. The President cannot exercise the powers of the Board unless there is a provision in the statute empowering him to that effect. It is sub-section (2) of section 28 which is relied upon by the respondents in support of the contention that the President can exercise the powers of the Board in an 'emergency', Sub-sections (1) and (2) of section 28 are as follows :

"(1) The President shall be responsible for carrying out and giving effect to the *decisions* of the Board and of any Committee or Council constituted under this Act.

(2) The President may, in any emergency, exercise any of the powers of the Board provided however that he shall not act contrary to any decision of the Board, and shall, as soon thereafter as may be, report to the Board the action taken by him together with reasons therefor."

32. It is evident that the normal power of the President, under sub-section (1) is only given effect to the *decisions* of the Board. To give 'approval', within the meaning of rule 25 is, certainly, a decision. That decision must, therefore, be of the Board.

Sub-section (2) engrafts an exception, but the scope of this exception is limited by the word 'emergency'. Whatever be the meaning of the word 'emergency', it is to be noted that the order of the President which was forwarded by the Secretary to the petitioner did not recite that he was exercising the powers of the Board in view of an emergency. In fact, there was no reference to the Court's order at all or to sub-section (2) of section 28.

33. It was contended that the membership of the Board being unwieldy (section 4), it requires a long time to convene a meeting of the Board. But section 29 (3) of the Act says :

"The President shall, except in the case of an emergency meeting referred to in sub-section (6) give to each member not less than seven days' notice of each meeting....."

Sub-sections (6) and (7) of the section then says :

(6) "In case of an emergency, the President may call a meeting, after giving not less than clear two days' notice thereof".

(7) "No business shall be transacted at any meeting of the Board unless a quorum of ten members is present".

So, a meeting of the Board can be convened by 7 days' notice and if 10 out of over 27 members are present, the approval of the Board can be obtained. In an emergency, two days' notice is sufficient. Hence, even if the order of a Court may be said to cause an 'emergency', let us see, whether the Court gave time enough to call an emergency meeting of the Board, as envisaged by the aforesaid provisions. The matter came up before Sinha, J., (as he then was) in the following manner :

It appears that, after coming to know of the impugned notice of termination, the Board, by its letter of the 26th December, 1963 directed the Administrator to maintain the status quo, saying that the notice could not be issued without drawing up a charge-sheet against the petitioner (vide paragraph 7 of the counter-affidavit of Amalendu Sen

Gupta of 4.1.65) and the Board wrote to the D.P.I. to give his report. When the petitioner made her application for an interim injunction and other reliefs, and that application was opposed by the Administrator, 20. 7. 66, the Court (Sinha J.) made the following order :

"..... The Board should decide the matter in terms of the letter dated the 26th Decemcer within one month from date....."

It further appears that on the prayer of the Board, the time was extended by another two weeks from 24. 8. 64. The order was made in the presence of all the respondents. If two weeks were insufficient to call an 'emergent' meeting by giving two days' notice, the respondents might draw the attention of the Court to that fact. On the other hand, it appears from the counter-affidavit referred to that the D. P. I.'s report was received by the President before he made the order. The date of this receipt is not stated in the counter-affidavit. It appears from the same counter-affidavit that up to the 4th January, 1965, no meeting of the Board had been convened by the President, even though sub-section (2) of section 28 expressly requires him "as soon thereafter as may be, report to the Board the action taken by him together with reasons therefor". So, even if section 28 (2) were applicable to the facts of this case, the President has not acted in accordance with its terms,—nor even professed to do so. The resort to section 28 (2) must therefore be held to be an after-thought and the President's approval must be held to be *ultra vires* section 28 and rule 25.

34. In the result, the rule must be made absolute but without any order as to costs in view of the questions of law involved. Let the respondents be restrained, by an order in the nature of *mandamus* from giving effect to the impugned notice of termination made by respondent No. 1 and the order of approval given thereto by respondent No. 4. Respondents shall, however, be at liberty to proceed against

the petitioner in any manner open to them under and in accordance with the law; and nothing herein stated will operate as a pronouncement on the merits of the termination in question.

35. On the prayer of Mr. Dutt, the operation of this order shall remain in abeyance for a period of three weeks from this date, subject to the condition that the petitioner shall be paid arrears of her salary for a month within seven days from this date.

[ 3 ]

*PAY FOR SUSPENSION PERIOD*

**A Supreme Court Judgement**

AIR 1959 Supreme Court 1342 (V 46C 189)

(From Lucknow—LATI—(Delhi Bench)\*)

21st May, 1959

B.P. Sinha, P.B. Gajendragadhkar and K.N. Wanchoo JJ.  
Civil Appeals Nos. 31-33 of 1958

(a) Master and Servant—Contract of service—Power to suspend employee cannot be implied—It must be by express contract or by statute—Liability of master to pay wages for suspension period arises when there is no power to suspend.

The power of the employer to suspend an employee under the ordinary law of master and servant in the sense of a right to forbid a servant to work, is not an implied term in an ordinary contract between master and servant and such a power can only be the creature either of a statute governing the contract, or of an express term in the contract itself. Ordinarily, therefore, the absence of such power either as an express term in the contract or in the rules framed under some statute would mean that the master

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\* (Appeal No. III 313-315 of 1955, D/-28.5.1956—LATI Lucknow (Delhi Bench).

would have no power to suspend a workman and even if he does so he will have to pay wages during the so-called period of suspension. Where, however, there is power to suspend either in the contract of employment or in the statute or the rules framed thereunder, the suspension has the effect of temporarily suspending the relation of master and servant with the consequence that the servant is not bound to render service and the master is not bound to pay. 1915-1 KB 698 and 1922-2 KB 66 and AIR 1938 Cal 759 and AIR 1954 Punj 298, Ref. to. (Para 10)

## XVII

### SCHOOL MANAGEMENT

The conduct of current business of the school, such as arrangement of classes, time-table, examinations, class-promotions, selection of candidate for the Matriculation Examination and all matters relating to school discipline and teaching shall be left entirely to the Headmaster, provided that in all cases of rustification or expulsion, the decision of the Headmaster shall require the approval of the committee. The selection of Text books shall be made by the Headmaster with the approval of the committee. In all matters where the Headmaster is overruled by the Committee, the decision and the reasons therefor shall be recorded in the proceedings.

In the cases of Aided schools, the powers and duties conferred on the Headmasters or committees of schools shall be exercised, subject to the General power of the Education Department to make such direction regarding their exercise as will ensure the efficiency of the school and the proper utilisation of the Govt. grant.

**Academic Council** :—In terms of G.O. No. 1598 Edn. (S) dated 15.7.69, the Headmaster is to seek advise of the 'Academic Council' in matter of (i) admission (ii) promotion (iii) selection of text books (iv) time-table of school hours and (v) measure relating to the improvement of teaching and co-curricular activities but in case, the Headmaster disagrees with the majority decision, he may over-rule the same after recording the reasons in writing.

**Special Holidays** :—In terms of Art. 37 of chapter V 'Schools for General Instruction' of the Bengal Education code under the head 'Holidays' the following foot note has also been added :—Additional holidays in honour

of visitors may only be given at the request of an Inspector, Inspectress, District Officer, District Judge or an officer of superior status. Such holidays should not exceed 'one day' in duration except when they are granted by His Excellency the Governor, a member of the Executive Council or a Minister. It is the duty of the Headmaster to see that this rule is observed.

**Liability to Inspection :** Every recognised school with its account books, registers and other records, shall be open to Inspection at all reasonable hours by the authorised Inspecting officers of the Department, by the executive officers of Government, by the Director or Asst. Director of Public Health and by any Civil Surgeon (Now designated as Chief Medical officer of Health), Assistant Surgeon or Health Officer deputed by or acting under the general orders of the Government to examine the health of the students for the sanitary conditions of the buildings and premises. (Chapter V Section I, Bengal Education code, 1930)

**Register :—**Every recognised High School must maintain the registers detailed in rule 8, section B(II) of Chapter VIII of this code.

(The registers detailed in rule 8 section B(II) of chapter VIII are :—(1) Admission Register (2) Daily attendance register of pupils (3) Attendance Register of teachers (4) Cash Book (5) Acquittance Roll of teachers (6) Acquittance Roll of scholars (7) Punishment Register (8) Visitor's Book (9) Fee Register (10) A Book for preserving monthly abstract Accounts (11) Order Book (12) Conduct Register of all pupils ; also showing whether they live with parents or recognised guardians or in hostels or messes. (13) Withdrawal Certificate Register (14) A Book containing the proceedings of the Managing Committee of the school (15) A catalogue of Library Books (16) A book containing the results of class examinations and departmental and other examinations.

(Note.—The list is not exhaustive but suggestive. Registers like (i) Stock Register (ii) Subsidiary Cash Books (iii) Loan register etc, need also be maintained.)

**Conduct Register :—**A conduct or progress-report register must be maintained for each pupil in middle and High English schools and a copy of the same forwarded at the end of each term to the parent or guardian of each pupil.

**Preparation of lessons :—**Headmasters are required to see that their Assistant teachers adequately prepare their lessons for the day. In a High School or Middle English school every teacher must be prepared to show to an Inspecting officer, if called upon to do so, notes of the lessons which he proposes to impart during the day, together with notes of the previous lessons. Separate books should be used for notes of lessons to different classes or in different subjects.

**Private tuition :** In normal cases students should not need private tuition and both Inspectors and Headmasters should use their best endeavours to render it unnecessary. Teachers should not be allowed to undertake private tuition which will in any way interfere with the proper execution of their school duties, including the preparation of lessons at home and the correction of exercises.

**Record of age in school register :—**The declaration of a boy's age made by his parent or guardian on his admission to any school is a declaration of age for a public purpose and cannot, under the orders of the Govt. of India, be altered for the purposes of public services.

If the university of Calcutta or other authority, decides that for its own purposes, it will regard the age of a boy as something different from that which was declared on his behalf when he was admitted to the school, a note to that effect may be made in the Admission Register, but the original entry must not be altered. The statement of record of age originally made in the Admission Register

will always be accepted for the purposes of the Public Services.

Note—Head of schools should impress this rule upon the parent or guardian of a boy at the time of his admission.

**Promotion :** Vide Section III of Chap. V of Bengal Education Code. In Secondary Schools two periodical examinations shall be held before the Annual Examination (or test Examination of Class X) one before the summer holidays and the other before the Pujah Holidays. The promotion of pupils from class to class shall ordinarily be determined by the results of the Annual Examination. The selection of candidates for the Matriculation, the School Final or any Public Examination should similarly be made on the results of the test examination held for the purpose.

**Failure in more than one subject :—**No pupil should normally be considered for promotion who fails in more than one subject.

**Where average marks to be considered :—**If a pupil fails in one subject or not more than two subjects but passes in the aggregate, the question of his promotion, or of his appearance at the Matriculation Examination, may be determined by the average of the marks secured by him in those subjects in the periodical examinations of the year.

**Failure at test examination :—**A pupil who has failed at the test examination of any school shall not be sent up for the ensuing annual or supplementary Matriculation examination, as the case may be, either as a pupil of another school or as a private candidate.

**More than two years in one class not allowed :—**A boy should not be kept for more than two years in any class of a Secondary School. When a boy fails to obtain promotion at the end of his first year in a class, his father or guardian should be informed of his weakness to enable him to take steps to effect the necessary improvement, but he may be

asked to withdraw the pupil if no improvement ensues within a reasonable time.

**Note :** Headmasters may make exceptions to this rule in cases where vacancies exist in a class for which there is no applicant. In cases, where vacancies exist but the number of applicants exceeds the number of vacancies, Headmasters may allow a candidate, who has twice failed, to compete with the new applicants for the vacancies, provided the failed student concerned is a desirable member of the school on other grounds.

**(N) Grant of leave to students** (Vide sections III of Chapter V of Bengal Education code).

**Leave to be applied for in writing :** Formal leave will be granted by the Headmaster on receipt of a satisfactory written letter of excuse, duly signed or countersigned by the father or guardian of a pupil or by the Superintendent of a hostel in the case of a boarder. The decision as to whether the excuse is satisfactory or not will be with the Headmaster. Such permission will entitle the pupil to be marked as on leave, not as present. Leave may, at the Headmaster's discretion, be granted with retrospective effect, if application be made within seven days of the commencement of the absence. If a pupil absents himself without leave for 15 days consecutively, the Headmaster may strike his name off the roll at the end of the calendar month within which this period lapses, provided due warning has been issued by him to the parent or guardian of the absentee at least three clear days before such action is taken. A pupil whose name is thus struck off will be liable to pay fees together with fines for absence for the period of his absence without leave. The case of a pupil whose name is struck off the roll for non-payment of his dues is dealt with in Rule 12.

[The relevant rule 12, runs as follows :—Conditions of re-admission :—A pupil whose name has been struck off the rolls on account of non-payment of fees may be re-admitted at the commencement of any month during the year at the discretion of the Headmaster, provided he makes payment of all dues required under rule.

A pupil, whose name has been struck off (as noted above) for absence without leave shall not be considered for re-admission, unless he offers in writing an explanation signed or countersigned by his parent or guardian. On receipt of such explanation, the Headmaster has discretionary power to refuse re-admission or he may permit re-admission under the rules regulating admission. The decision as to the sufficiency of the excuse will be with the Headmaster.

**Penalty for absence without leave :** Penalty for absence without leave shall ordinarily be fine, provided that in any case a Headmaster may, and in cases, where he has reason to suspect concerted absence without leave on the part of the pupils, shall as a rule, deal with the case by striking off names from the school roll on or before the third day of their absence.

In the case of pupils of High and Middle English Schools, the fine for absence should not be less than one anna for each day or part of a day, the actual amount of fine being determined by the Headmaster, \* \* \* \* \*. In both cases, where absence is in continuation or (before or after) a vacation or holiday, the fine should be doubled.

### (V) Miscellaneous

(Adopted from section VII of chapter V of the Bengal Education code)

**1. Objectionable practices :** The following practices are strictly forbidden in school :—

- (a) Spitting in the school-buildings,
- (b) Smoking,
- (c) Use of drugs or intoxicants,
- (d) Any form of gambling,
- (e) Disfiguring the school furniture or building,
- (f) Loitering or noisy behaviours in the school premises.

**Note :** In view of the permanent injury to the constitution that is likely to result from acquiring the habit of tobacco smoking at an early age, every

effort should be made by the heads of educational institutions to discourage the practice. School boys should be prohibited from smoking and any breach of this rule within or outside the school premises should be regarded as a serious offence. Teachers should not smoke in the school premises during class-hours.

**Issue of Leaving Certificates :—**(Section III of Chapter V of the Bengal Education Code.)

**Applications for leaving certificates :** An application for a leaving certificate must be made to the Headmaster by the parent or guardian of a pupil in person or in writing within one month of the date from which he wants to leave the school. In the case of a school which has ceased to exist without the issue of leaving certificates, the parent or guardian should apply to the Inspector or Inspectress\* in the case of High schools and to the District Inspector of Schools or Assistant Inspectress in the case of Middle and Primary schools or Maktabas, through the Headmaster of the school to which transfer is sought, for sanction of the admission to that school and the former shall be competent to sanction the admission.

**Note :** No fees should be charged for the grant of a leaving certificate, if application for it, is made within the period prescribed in this rule. When, however, this period is exceeded a fee of Re. 1/- in the case of High schools and of annas 8 in the case of Middle schools shall be charged. In case of loss of a leaving certificate, a duplicate copy may be issued on payment of a fee of Rs. 2/-. The Headmaster receiving such a duplicate copy will make such enquiries as are possible to find out where the holder has been during the time which has elapsed between the date of withdrawal from his previous school and the date of issue of the duplicate copy. Such duplicate copies should be clearly superscribed "Duplicate".

**Grant of leaving certificates :** The authority to whom a proper application for a leaving certificate is addressed must grant the certificate within three days, or if he thinks fit to withhold the certificate, he must state in writing the reasons for his refusal to the applicant. Copies of all leaving certificates issued must be kept in the school records.

\*The power has since been delegated to the District Inspector of Schools in terms of Govt. order no. 90 Edn. dated 8.1.49.

**Reasons for which leaving certificates may be withheld :** A leaving certificate for which proper application has been made can only be withheld for the following reasons :

(i) If the pupil is leaving the school for disciplinary reasons i.e. owing to rustication or expulsion or in order to avoid punishment.

(2) If the school fees or other dues of the pupil are not fully paid.

**Note—(i)** In the former case, no leaving certificate should be issued to a pupil against whom a rustication order is operative until after the expiry of that order ; but in such cases the penalty prescribed in the note to rule 13 not be imposed.

(ii) In the latter case, if the dues are paid within three months of the pupil's withdrawal, the leaving certificate should be granted. If the dues are paid after three months, an additional fee should be levied before the leaving certificate is granted. This fee shall be at the rate of Rs. 2/- and Re. 1/- per mensem, subject to maxima of Rs. 10/- and Rs. 5/- in the case of High and Middle schools, respectively.

(iii) When a pupil has held a Scholarship or fee-remission under express stipulation in writing, signed by himself and his father or guardian that the whole or any portion of the sum drawn by or remitted to him shall be refunded to the school in case of withdrawal from it within a stated period, the leaving certificate should be withheld until the sums so due have been repaid.

**Appeal against refusal of leaving certificate :** If a leaving certificate is refused, an appeal shall lie to the Inspector or Inspectress\* in the case of High schools and to the District Inspector/Assistant Inspectress in the case of Middle and Primary schools or Maktabas and the decision of the Inspecting officer shall be final.

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\*The powers have since been delegated to the District Inspector of Schools in terms of Govt. order No. 90 Edn. dated 8.1.49.

# XVIII

## DISCIPLINE

[ 1 ]

GOVERNMENT OF BENGAL

THE BENGAL EDUCATION CODE, 1931

Chapter V—Section II

Punishments

1. **Forms of Punishment**—The following are some standard forms of punishment :

- (i) Impositions.
- (ii) Detention, including extra drill.
- (iii) Fines.
- (iv) Corporal punishment.
- (v) Rustication.
- (vi) Expulsion.

Note : (1) The first three of these punishments should be referred by the Master who inflicts them to the Headmaster for confirmation ; corporal punishment should be imposed only by the Headmaster and in exceptional cases. Rustication or Expulsion may be imposed only by the Managing Committee.

(II) Inspectors should see that the power of giving corporal punishment is not abused. Any school in which the cane is frequently resorted to will be regarded as inefficiently conducted. When it is known that the cane is a recognized instrument of discipline it should not often be necessary to have recourse to it. Many an ill-conditioned boy who would laugh at a fine, and regard expulsion as a welcome relief from a tedious round of duty, will probably pause before the uplifted rod.

(See also rule 3 of this section.)

2. **Rustication and Expulsion**—The rules relating to the rustication and expulsion of pupils in schools, other than primary schools, are as follows :—

(i) "Rustication" means temporary exclusion of a pupil from school for a definite period not exceeding one year.

(ii) "Expulsion" means permanent exclusion of a pupil from schools.

(iii) For gross misconduct or for a serious breach of school discipline a pupil is liable to either (a) rustication, or (b) expulsion.

(iv) The rustication or expulsion order shall be passed by the Managing Committee of the school and shall be drawn up in the form printed below. One copy shall be forwarded immediately to the Inspector of Schools and another under registered cover to the parent or guardian of the pupil so punished. In schools where there is no Managing Committee, the Inspector shall exercise the function of the Managing Committee.

Orders of the Managing Committee of the \_\_\_\_\_  
district \_\_\_\_\_

\_\_\_\_\_ of  
\_\_\_\_\_ years \_\_\_\_\_ months \_\_\_\_\_ days, son  
of \_\_\_\_\_, of \_\_\_\_\_ village,  
thana, \_\_\_\_\_ district, a pupil of the \_\_\_\_\_  
class/standard of \_\_\_\_\_ School, is (a) rusticated for a  
period of \_\_\_\_\_ months with effect from \_\_\_\_\_ or  
(b) expelled for the reasons stated below :—

(1) Particulars of offence.

(2) Result of the enquiry held by the Headmaster.

Headmaster,

Secretary

\_\_\_\_\_ School.

to the Managing Committee,

Date \_\_\_\_\_

\_\_\_\_\_ School.

(v) The parent or guardian may appeal to the Inspector of Schools against the order of the Managing Committee, provided that any such appeal must reach the office of the Inspector of Schools within fourteen days from the date of receipt by the parent or guardian of the order against which the appeal is made. If no petition of appeal be received by the Inspector of Schools within twenty days from the date of the order of the Managing Committee, the

Inspector of Schools shall confirm, diminish or increase the punishment.

(vi) In every case in which the petition of appeal adduces extenuating facts, the Inspector of Schools shall forward a copy of petition to the Secretary of the Managing Committee for report. The report shall contain specific reply to each of the allegations stated in the petition together with a brief account of the enquiry held and the facts elicited at such enquiry.

(vii) On receipt of the report from the Managing Committee, the Inspector of Schools may pass such orders as he thinks fit or, if necessary, he may hold a further enquiry either personally or by deputing one of his subordinate inspecting officers, not below the rank of a Subdivisional Inspector of Schools and may pass orders on the result of such enquiry.

(viii) Orders of expulsion and rustication (when the period of the latter exceeds four months) passed or confirmed by the Inspector of Schools are circulated by the Director to other Divisional Inspectors and to Principals of Colleges having recognised schools under them. Copies of all orders of this nature shall be forwarded by the Inspector of Schools to the Director without delay on expiry of period within which appeal is permissible, or after the Inspector of Schools has passed orders on the appeal. In cases of expulsion a brief account of the facts shall also be submitted by the Inspector of Schools to the Director.

(ix) Pupils punished with rustication shall not be allowed to join any institution until the expiry of the period of rustication.

(x) An expulsion order passed by the Inspector of Schools is not liable to reconsideration except by the Director. Any application for such reconsideration must be sent to the Inspector of Schools for submission to the Director with his recommendations. Save in exceptional

circumstances no such application will be entertained, until the expulsion order has been in effect for at least one year.

(xi) No fees shall be charged for periods of rustication exceeding three months. If, however, the annual examination falls within the period of rustication and the pupil would ordinarily have been promoted but by his rustication, loses one year, this shall be considered sufficient punishment and no fees shall be charged.

(xii) In the case of high schools not under the jurisdiction of the Divisional Inspectors of Schools the controlling officers concerned will take the place of the Inspector of Schools.

(G. O. No. 324T.—Edn., dated the 4th August, 1919)

**3. Corporal Punishment**—Corporal punishment should be used—

(a) in the case of grave offences which are not serious enough to merit expulsion : instances of such grave offences are insubordination, lying, cheating, bearing false tales about others, making false excuses.

(b) in the case of a continued repetition of minor offences, which minor punishments have failed to check.

**Note :** (1) When the cane is resorted to, it should be so administered as to inflict pain only without bodily injury. *See also note (I) to rule I of this section.*

(2) The cane should be used only by the Head of the institution and never on the spur of the moment.

**4. Fines**—Fines should be inflicted—

(a) in cases where guardians of the pupil are partly to blame, e.g., in cases of late or irregular attendance. It is within the power of guardians to see that their wards leave home in proper time.

**Note :** Boys coming to school late but arriving within the first period should be fined half an anna unless there are any exceptional or special reasons to excuse their late attendance ; those coming after the first period should be marked absent. For absence without leave, fines are imposed according to rule 25, section III of this Chapter (*not included in the Headmasters' Manual*).

(b) in cases where a master wishes to attract the notice of a guardian to a particular offence.

(c) in cases where damage has been done ; the fines should in such cases be used to pay the cost, or part of cost, of repairing the damage.

5. **Detentions and Impositions**—Detentions and impositions should be used in cases of idleness, inattention, neglect of work and other technical offences against school discipline.

6. In the use of detention the following point should be noted :—

(a) If pupils are put into a detention class, they must be given a definite task to do during the period of detention.

(b) The class must be in charge of a master who is capable of keeping strict discipline, and of seeing that the pupils do their appointed tasks properly.

7. **Impositions**—Impositions when given should be of such a nature as to require intelligent work. Except in cases where the object is to teach correct spelling pupils should not be required to write out certain phrases or series of words in a mechanical way.

8. **Other Punishments**—A master will often be able to impose other punishments which will be more suitable to certain offences than the punishments which have been mentioned above. When this is done, these three considerations should be borne in mind :—

(a) The punishments must never be in any way cruel.

(b) A punishment which will occupy a pupil in the open air will be more beneficial than a punishment which confines him into a class-room.

(c) When possible, the punishment should take the form of some useful occupation.

9. **Remonstrance**—Before a teacher turns to punishment he will naturally commence with remonstrance and reasoning and will show his disapproval, which may in itself

suffice to meet the case. A warning in many cases will be found to be sufficient, especially if it is accompanied by entry of the boy's name in the conduct register.

10. **Conduct of Students at Public Meetings**—If a student of a Government or aided institution so conducts himself, or herself, at any public meeting as to bring undesirable notoriety upon the institution which he or she attends, or engages in political agitation in such a way as to interfere with the corporate life and educational work of the institution, or indulges in picketing or open violence, such action will be deemed a breach of discipline and will be dealt with by the Head of the institution in accordance with the ordinary rules.

(G. O. No. 660T.—Edn., dated the 19th June 1930)

11. **Treatment of Students who take part in Strikes and Hartals**—Disciplinary action should be taken against the ring-leaders as well as those who take an active part in picketing. Every effort should be made to ascertain the names of students who, for the purpose of dissuading students from attending school or college, picket their own or other educational institutions.

Students who remain absent from school or college and whose continued absence, after due warning, is in the opinion of the Head of the institution unjustifiable, should have their names struck off the rolls or be dealt with in such other way as the Head of the institution thinks fit.

The initiative in taking such disciplinary action and the award of individual punishment will remain with the Head of the institution, but if mass punishment is considered necessary, the matter must be reported to the Managing Committee or Governing body.

It is undesirable to close the institution, as students who are willing to study are entitled to the best efforts of the authorities to enable them to do so. Government have,

therefore, decided that only in cases where there is a serious danger of violence, should the Heads of institutions take the responsibility of closing schools or colleges. In such cases an immediate report of the action taken and the reasons for it should be submitted to the Director of Public Instruction.

In all other cases Government and aided schools or colleges should be kept open until orders of the authorities are received.

(G. O. No. 660T.—Edn., dated the 9th June 1930)

[ 2 ]

**BOARD OF SECONDARY EDUCATION, WEST BENGAL**

Circular No. 25/July/53

Dated, the 14th July, 1953

From : The Secretary

To : The Head of all recognised schools

**Sub : Corporal Punishment**

The undersigned is directed to state that corporal punishment to students should as a general rule be avoided and when it is absolutely unavoidable, it is essential that proper restraint should be exercised. The cane may be used only by the Head of the Institution and never on the spur of the moment and it should be so administered as to inflict pain only without any bodily injury. It is desirable that a record should be maintained when a pupil is caned, stating the offence for which this punishment is being inflicted.

Sd/ S. K. Sarkar  
for Secretary

[ 3 ]

## BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 8/56

The 11th February, 1956

From : The Secretary

To : The Heads of all recognised High Schools

**Sub : The use of school students by political  
parties for election propaganda**

The undersigned is directed to draw the attention of the Heads of all Recognised High Schools to the following

Circular No.  $\frac{648(123)G}{OM-138G/55}$  dated the 18th January, 1956

from the Director of Public Instruction, West Bengal, with the request that the school authorities should take steps ensuring that young boys and girls may not be utilised by any political party for their own purposes.

Sd/ D. P. Ray Chaudhuri  
Secretary

Copy of the Circular No. 648(123)G/OM—138G/55 dated the 18th January 1956, from the Director of Public Instruction, West Bengal, to the Principals/Headmasters in West Bengal.

I beg to state that the Inter-University Board considered a resolution expressing the opinion that the use of University students by various political parties in the country for their own purposes is detrimental to the best interest to the growth of the nation and creates many difficulties in discipline. It is, therefore, felt that boys and girls of young age should not be used by any political party in the work of election propaganda. The authorities of educational institutions are, therefore, requested to see that young students are not utilised for the purpose mentioned above.

Memo. No.  $\frac{648/1(123)G}{OM-138G/55}$  Culcutta, the 18th January, 1956

Copy forwarded to the Secretary, Board of Secondary Education, West Bengal, for information and with the request to communicate the contents of the letter to the institutions under the control of the Board.

Sd/ J. C. Das Gupta  
for Director of Public Instruction,  
West Bengal

[ 4 ]

# BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 7/57

Dated, the 22nd March, 1971

From : The Secretary

To : The Heads of all Recognised High Schools

Sub : Smoking by school children

The undersigned is directed to draw the attention of the Heads of all recognised High Schools to the following Notification No. PH/3054/9S-6/55, dated the 21st August, 1956 from the Deputy Secretary, Government of West Bengal, Department of Health (Public Health), and to request that school authorities take steps as envisaged in the Notification, where necessary.

Sd/ D. P. Ray Chaudhuri  
Secretary

Copy of Notification No. PH/3054/9S-6/55 dated the 21.8.56 from the Deputy Secretary, Government of West Bengal, Department of Health (Public Health)

In exercise of the power conferred by section 4 of the Bengal Juvenile Smoking Act, 1919 (Bengal Act II of 1919). and in superession of all previous notifications on the subject, the Governor is pleased to authorise, with effect from the 1st January, 1957 (i) all Heads of Educational

Institutions of the State, to seize and destroy any tobacco, pipes or cigarette papers in the possession of any person apparently under the age of sixteen years, attending their respective educational institutions, whom they find smoking within the permises of the institution, and (ii) the members of the Special Constabulary to seize and destroy any tobacco, pipes or cigarette papers in the possession of any persons apparaently under the age of sixteen years, whom they find smoking in any street or public place.

By order of the Governor,

N. C. Kar

*Deputy Secretary*

## XIX

### CO-EDUCATION

[ 1 ]

#### BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 37/56

Dated the 16th July, 1956

From : The Secretary

To : The Heads of all Recognised High Schools

Dear Sir,

The attention of the authorities of Secondary Schools in West Bengal is drawn to the following directions in connection with girls' education in the State :

(1) **Co-education** : The Board of Secondary Education, West Bengal has not accepted the principle of co-education as such in schools. Girl students are not admitted in Boys' Schools and vice versa, as a general rule.

Only in exceptional circumstances the Board grants permission for the admission of a limited number of girl students subject to the following conditions being fulfilled as laid down in Board's Circular No. 48/55, dated the 17th September, 1955 :

- (i) Separate sitting arrangement for girls.
- (ii) Separate common room facilities.
- (iii) Separate sanitary conveniences.
- (iv) Escort for girls to and from the school.
- (v) That at least one lady teacher is appointed in the school.

[It is, however, felt that the appointment of such a lady teacher may not be made unless the number of girl pupils reading in a Boys' Schools exceeds 30

in the two top classes.] Such a lady teacher when appointed, should be co-opted as a member of the Managing Committee.

The following additional conditions are laid down in the light of experience :—

- (i) The total number of students in a class including the number of girl students should not exceed the prescribed number of students for a class and the area per student shall be provided at the rate not less than 10 sq. ft. per pupil in view of the fact that separate sitting arrangement for the girl students will have to be provided in a class of mixed pupils and as such the accommodation available in such a class room should be more than what is ordinarily accepted as the floor-space per pupil, i.e., 8 sq. ft. per pupil.
- (ii) The total number of girl students to be admitted in Classes VIII and below should not ordinarily exceed 30.
- (iii) Girl students in Classes IX and X will not ordinarily be permitted unless there are strong justifications for this and each case will be dealt with according to its merits.
- (iv) Permission for admission of girl students in Classes IX and X shall be on a temporary basis subject to the condition No. (v) under para 2 above. But guardians in such cases shall be asked to get their girls admitted in regular Girls' Schools as early as possible.
- (v) Permission for admission of girl students in any class shall not be given where there are Girls' Schools in the neighbourhood within a radius of one mile in a city or town, and within two miles of a school situated in rural areas; and also if such Girls' Schools in the neighbourhood are in a position to admit the additional number.

**(2) Girls' Sections attached to Boys' Schools :**

Whenever there is a demand for admission of an adequate number of girl students and no Girls' Schools are available where they can get admission, the school for boys may be permitted to open a Girls' School in the morning utilising the same premises, provided the conditions laid down by the Board for opening a Secondary School are fulfilled. In addition to the normal conditions attached to the recognition of a High School by the Board, the following additional conditions are also to be fulfilled by such Girls' Schools :—

- (i) The teaching staff should consist entirely of lady teachers. This condition may, however, be partially relaxed in special circumstances.
- (ii) There shall be a separate Managing Committee constituted as usual from amongst the guardians, teachers, benefactors and donors of the [Girls' School. The Headmistress of the Girls' School shall be, as usual, responsible for internal administration of the Girls' School.
- (iii) Separate sanitary and other arrangements as also common room, library facilities shall be provided for the Girls' School.
- (iv) As the Girls' Schools held in the morning in the premises of a School have to close their classes earlier so as not to interfere with the work of the Boys' School, the duration of the daily period of tuition has naturally to be much shorter than is usual in ordinary schools, and consequently, the deficiency in teaching work should be made good, as far as possible, by curtailing long vacation in the Girls' Schools and holding classes during the periods when the Boys' School is closed.
- (v) A written undertaking shall be arrived at between the Boys' School and the Girls' School which shall be submitted to the Board for its approval, assuring

that the Boys' School would provide the necessary facilities required for work of the Girls' School. For example, Girls' Schools often would like to provide for the teaching of subjects like Home Science, Physiology and Hygiene. In such cases, extra accommodation has to be found for the practical work and the Boys' School should allow the Girls' School the use of its Scientific equipments and apparatus until, at least, such time as the Girls' School can procure its own equipments.

The undertaking mentioned above, shall also provide that the President of the Managing Committee of the Boys' School shall be ex-officio President of the Girls' School and the Headmaster of the Boys' School shall be a member of the Managing Committee of the Girls' School.

The Board reserves the power to nominate a member of the Managing Committee of the Girls' School other than the President and the Headmistress to be a member of the Managing Committee of the Boys' School and also to nominate another member of the Managing Committee of the Boys' School to be a member of the Managing Committee of the Girls' School.

It should be remembered that such Girls' Schools functioning in the premises of Boys' School are being permitted by the Board only as a temporary measure. As a Girls' School has peculiar problems of its own and as the syllabi and curricula of a Girls' School are in some cases distinct from those of the Boys' School, Such arrangement cannot be allowed to continue for all time in the interest of girls' education in the State. As such the authorities of such schools are to find a separate habitation for their school as early as possible.

Sd/- D. P. Ray Chaudhuri

*Secretary*

[ 2 ]

## BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 7/60

Dated, the 14th March, 1960

From : The Secretary

To : The Heads of all Recognized Boys' High Schools

**Sub : Introduction of Co-education in Boys' High Schools**

The attention of the Heads of recognized Boys' High Schools is invited to the Board's Circular No. 48/55 dated 17.9.55 in which schools seeking permission for Co-education were asked to apply to the Board for the purpose on or before the 30th September of the year preceding the year from which the aforesaid permission was sought. A subsequent Circular No. 37/56 dated 16.7.56 on the subject was also issued. But, unfortunately, it is often noticed that schools submit applications for Co-education throughout the year for which the Board has often to consider such cases with retrospective effect, in the interest of girls already admitted into the Boys' Schools.

The present practice of submitting application throughout the year leads to many administrative difficulties and should discontinue. Specially, such schools as do not apply in time for permission for co-education cannot submit timely bills for tuition fees of the girl pupils who are entitled to free tuition. As a result it becomes difficult on the part of the Education Directorate to make payment on account of 'remission of tuition fees' to such schools.

The Heads of Boys' High Schools seeking permission for Co-education, are requested, therefore, to submit applications for the purpose direct to the Board by the 30th November of the year preceding the year from which the aforesaid permission is sought instead of by the 30th September as at present.

An application for the introduction of Co-education will not be entertained if it is received in this office after the

date specified above and the girls already admitted may not get the concession of free tuition.

The applications should supply the following particulars in detail :—

- (a) Whether separate sitting arrangements have been made for the girls in class-rooms ;
- (b) Whether separate common room facilities for girls have been provided for ;
- (c) Whether there are separate sanitary conveniences for girls ;
- (d) Whether arrangements have been made for safe escort for girls to and from the school. [For this purpose a matron should be appointed] ;
- (e) Whether any lady teacher has been appointed in the school. (Appointment of such a lady teacher may not be made unless the number of girls pupils reading in a Boys' School exceeds 30 in two top classes. Such a lady teacher, when appointed, should be co-opted as a member of the Managing Committee) ;
- (f) Distances of two nearest Girls' Schools, from the Boys' School concerned.

Copies of the aforesaid applications, however, are to be endorsed to the District Inspectress of Schools concerned for information, under intimation to the Board.

Sd/- D. P. Ray Chaudhuri  
Secretary

[ 3 ]

## BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 2/Jan./53

Dated, the 8th January, 1953

From : The Secretary

To : The Secretaries of the Managing Committees of all recognised High Schools

Re : **Opening of Girls' Schools in the premises of Boys' Schools**

Applications are often received in this office for opening Girls' Schools in the premises of Boy's Schools, but under a different management. In disposing of such applications, it is essential that the views of the Secretary of the Managing Committee of the Boys' High School concerned regarding the terms and conditions which the Managing Committee considers must be fulfilled when allowing the use of the school premises and properties by the Girls' School, should be first considered.

Secretaries of Boys' Schools where such Girls' Schools are proposed to be opened or where such Girls' Schools are already functioning are requested to forward a report at a very early date.

Sd/- S. K. Sarkar  
for Secretary

## XX

# SCHOOL GUIDANCE SERVICE

[ 1 ]

### BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 9/60

From : The Secretary

To : The Heads of all Class-XI Schools

In the context of our efforts to reorganise Secondary Education in contents and methods, the development of school guidance service at least in every Class-XI school has acquired special importance.

It is, therefore, felt that every such school should start School Guidance Service as indicated below :

(1) A School Guidance Committee with the Headmaster as Chairman, three representatives of teachers and three of guardians as members, and the Career Master (Teacher Counsellor) as the Secretary, should be formed.

(2) The activities of this Committee should be :

(a) Maintenance of Cumulative Record Card for pupils.

(b) Taking necessary steps (e.g. setting of short answer and objective tests) for improving the reliability and validity of School Assessments.

(c) Development of Hobby Clubs for pupils of Classes VI, VII and VIII (for the present) in terms of studies in the School (in no school, the number of hobby clubs should be less than two) with a view to developing the interests and abilities of pupils.

- (d) Dissemination of information on courses and Careers through Bulletin-Boards (School Guidance Corner), Career talks, Excursions, Career conference etc.
  - (e) Development of parent-teacher association at least for class VIII.
  - (f) Administering of Psychological and other tests, and collection of necessary information from different sources about the pupil for the guidance of pupils of class VIII.
  - (g) Discussion with individual pupils of class VIII about the choice of stream on promotion to class IX and meeting the parents of pupils who are faced with special problems in regard to the choice of stream.
- (3) The following points may be noted in regard to the organisation of the work :
- (a) The School Guidance Committee shall be responsible for all Guidance work in the School.
  - (b) The class teacher or the teacher-in-charge of a class should be directly responsible for maintaining Cumulative Record Cards for that class (please see the note on Cumulative Record Card in Board's Circular No. 15/58 dated 27th June, 1958) while other teachers responsible for assessment of the pupils (in the class) under different items (e.g. Interests, Personality etc.) would forward their assessments to the teacher-in-charge.
  - (c) Teachers, having special education, training and interests in a particular sphere should be responsible for running the hobby clubs in that sphere (e.g. the Science teacher in Higher Secondary Classes may be in charge of the Science hobby club).

- (d) The Career Master (Teacher-Counsellor) may have direct executive responsibility (subject to the supervision of the School Guidance Committee) for items (d) to (g) in the previous paragraph.
- (e) Besides, the above responsibility, the Career Master may also be considered as the "Technical know-how" of items (a) and (c) in the same paragraph.
- (f) It may be noted that Guidance-work may not be considered as extra work. It should be organised within the school hours (e.g. for Career talks, hobby club activities etc.) as far as practicable.

As the Career Master (Teacher Counsellor) is the technical know-how of the school Guidance Service, and as he shall have to bear the major burden of the work, it is felt that 17 of his weekly class periods may be substituted by Guidance Periods. He should make a time-table for utilising the guidance periods on fortnightly or monthly basis with activities approved by the social guidance committee and get prior approval of his time-table by the Headmaster. Usually, his time-table may have the following types of activities :

- (a) Assisting the Headmaster in the organisation for the maintenance of Cumulative Record Card (e.g. formation of teams of teachers for assessing groups of pupils under the different heads in the Cumulative Record Card, formal discussion with colleagues on the technicalities of maintaining Cumulative Record Card etc.)
- (b) Assisting the Headmaster in the organisation for running the hobby clubs (e.g. suggestion of types of activities for hobby clubs, co-ordinating the activities of the different clubs etc.)
- (c) Giving Career talks and organising Career talks by specialists : conducting guidance excursions in co-operation with specialists.

- (d) Running the School Guidance Corner.
- (e) Organising the preparation of visual aids in co-operation with pupils and the Art teacher for dissemination of information on courses and careers.
- (f) Organising Career Conference, for the benefits of pupils, guardians and teachers.
- (g) Assisting the Headmaster in organising parent-teacher association.
- (h) Administration and scoring of psychological and other standardised tests, collecting other necessary information about the pupil from the school and the home (may be confined to pupils of class VIII at the present moment).
- (i) Preparing the "Guidance Schedule" indicating the suitability of the pupil for the different "streams" available to him.
- (j) Individually counselling every pupil of class VIII in reference to the information collected about him and in reference to the opportunities available to him.
- (k) Meeting the parents of at least those pupils who are having special difficulties in the selection of streams.
- (l) Collecting information in regard to courses and careers from different sources (e.g. Newspaper, Psychological Bureau, National Employment Service, individual institutions and firms etc.).

6. It is desirable that the teacher Counsellor teachers for about 12 periods a week (preferably in classes VIII, XI & XII).

7. As 17 working periods of the Career master will be taken up for organising guidance work in the manner detailed above, the Board may examine the claims of

Class-XI Schools to the strengthening of the teaching staff by the sanction of an additional post.

Sd/- S. K. Sarkar  
for Secretary

[ 2 ]

BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 15/58

Dated 27. 6. 58

From : The Secretary

To : Heads of all recognised High Schools

**Sub : Introduction of Cumulative Record Card and Objective Test in Schools**

The Secondary Education Commission in their report have made important suggestions regarding the reform of the existing education system and evaluation of the progress and attainment of the pupils. According to the Commission, the examination, as at present conducted, "do not help us to evaluate correctly even the intellectual attainment of the pupils." The Commission, therefore, recommended that :

- (i) "A proper system of school record should be maintained for every pupil indicating the work done by him in the school from day to day, month to month, term to term, and year to year. Such a school record will present a clear and continuous statement of the attainments of the child in different intellectual pursuits throughout the successive stages of his education".
- (ii) "The element of subjectivity in the essay type tests should be minimised by introducing objective tests and also by changing the type of questions".

The All-India Council for Secondary Education examined these suggestions further and organised All-India Seminars at Baroda, Bhopal and New Delhi to go deeply into the

problem and devise remedial measures. Recommendations of the Seminars have been forwarded to all State Boards of Secondary Education for consideration.

This Board had the recommendations examined by an expert Committee. It feels that though some of the measures will require time to implement, there are some which may, with profit, be introduced in schools without delay.

It, therefore, requests the heads of all recognised High Schools to take steps for the introduction of—

- (i) Cumulative Record Cards in Classes VI and IX from the beginning of the ensuing school session, and
- (ii) Objective type of tests and short answer type of questions in school examinations in all classes up to IX from the beginning of the ensuing session and in Class X in the session following (i.e. 1959).

The Board proposes to introduce the Objective Tests at the School Final Examination from a date to be announced later. About 20 to 25 per cent. marks will be set side for such tests. Without familiarity with this type of tests, students may find it difficult to answer the questions. It is therefore strongly recommended that such tests form a part of all school examinations, periodical and annual.

Notes on the maintenance of Cumulative Record Cards and preparation of Objective Tests are enclosed.

The Board is also compiling a handbook on Objective Tests with sample questions in different subjects for different classes to give concrete guidance in the field. In the case of any difficulty in the construction of Objective Tests or the maintenance of Cumulative Record Cards, the Bureau of Educational & Psychological Research, David Hare Training College, 25/3, Ballygunge Circular Road, Calcutta-19, may be consulted.

Sd/ D. P. Ray Chaudhuri  
Secretary

### Note on the Maintenance of Cumulative Record Card

#### A. General Directions

A printed copy of the Cumulative Record Card to be used in schools is enclosed. It is to be had of the Sree Kali Press, 65 & 67, Sitaram Ghosh Street, Calcutta-9, on payment at Rs. 10.69 *plus* Sales Tax per hundred Cards. The Card has been prepared in collaboration with the Bureau of Educational & Psychological Research, David Hare Training College, 25/3, Ballygunge Circular Road, Calcutta-19. It may be taken to contain the minimum essential records that should be maintained by every school. Schools may add to them if they like. But the scales for evaluation and the manner of keeping records as suggested should not be changed.

#### B. Nature of the Card and its use

1. Cumulative Record Card should be distinguished from School Progress Report. Unlike the latter it is not to be sent to parents or guardians as a matter of course.

2. Cumulative Record Card is a confidential document maintained by the school, containing comprehensive information about the pupil, to be utilised for his education. Parents may be allowed access to it on special request or when it is felt that they have to be taken into confidence for the sake of the child.

3. The term 'cumulative' has been prefixed to the Record Card, because record of the pupil in regard to particular aspect (e.g. attainment in English) is maintained on cumulative principle, i.e. successive measurements of the pupil in regard to the aspect are placed one against the other so as to yield as complete a picture as possible of the pupil in regard to the aspect in question. Every teacher is expected to keep a note book in which he will note from time to time anything of interest about the pupil.

4. An authorised copy of the Cumulative Record Card (or a copy of its relevant section, e.g., marks on such core

subjects which are dropped before the Higher Secondary Examination) may be sent to the Board of Secondary Education when asked for.

5. An authorised copy of the Record Card may be sent to the School to which the pupil has been transferred.

6. The School should put the Record Card to the following uses, (a) Deciding promotion of pupils to the next higher grade, (b) Taking special measures in regard to improving the health, educational attainments, personality developments, etc. of the pupils when needed, (c) Helping pupils in the courses and careers (when the pupils may decide to seek employment after leaving school). In short, the Cumulative Record Card is the most comprehensive and dependable record about the pupil, which has to be referred to in making any decision about the pupil.

#### *C. Maintenance of the Record Card*

1. The enclosed model Record Card has provision for maintaining pupils' record for three years—one Record Card should be introduced at Class VI and should run up to Class VIII; a fresh one has to be introduced at Class IX and should run for the rest of the school years.

2. The class teacher (or any other teacher who may have the best familiarity with the class) may maintain the Record Card. Specialist help may be sought from trained Teacher-Counsellors (in schools where there is one) who under the supervision of the headmaster may organize the work.

3. The Record Card contains instructions for making entries; the following hints may be of further help.

I. *Health Record*: Schools having qualified medical officers may maintain a separate health report which may be kept with the Record Card.

It may be noted that what is rated this head is the *Health* of the pupil and not his *Physique*.

II. *Co-curricular activities* : It is needless to say that the class teacher may not usually be the best judge of these activities. The teacher or teachers who may be in charge of a particular activity should rate the pupils on it, and make the ratings available to the class teacher for entry into the Record Card. The teacher or teachers in charge should rate the pupils at least twice a year and then give a final rating for entry into the Record Card. (In case more than one teacher are involved in ratings on a particular activity they should sit together and come to an agreed decision as to the final rating). If there is no scope for a particular kind of activity in a school, the pupils may not be rated on it.

III. *Interests* : The same remarks apply to ratings under this head. It may be noted that development of interests and aptitudes of pupils through appropriate activities is considered vital in education. This has become more important after the diversification of courses. It is desirable that schools should gradually introduce appropriate activities through hobby clubs for development of interests and aptitudes of pupils particularly in reference to the course available in it and in the locality, so that dependable information under the head 'interest' in the Record Card may be available. A few activities indicative of interests in different fields are tabulated below to help the rating of interests. The list should by no means be taken as exhaustive.

*Linguistic* : Participates in debate meetings, in literary gatherings. Has interest in the school journal. Reads literary books. Enjoys writing prose and/or poetry.

*Scientific* : Handles scientific apparatus. Reads literature on Science. Enjoys little scientific experiments. Desires to know about things around.

*Technical* : Works with machines and tools. Has interest

in repairing things, in visiting industrial centres and large machine installations. Enjoys craft work.

*Artistic* : Draws and/or paints Enjoys artistic handicraft work. Has interest in photography, in visiting picture exhibitions. Reads writings on fine arts.

*Musical* : Has interest in instrumental and/or vocal music, in dancing. Handles musical instruments. Attends musical concerts, etc. Reads literature on music and dancing.

*Agricultural* : Has interest in plants and vegetables, in animals, in gardening. Reads literature on agriculture. Visits agricultural shows, etc.

*Commercial* : Has interest in keeping accounts at home or at school. Reads literature on the trade and commerce. Interested in knowing market prices. Enjoys marketing.

*Household work and management* : Interest in cooking, laundry, nursing, needle work, house arrangement and decoration and in children.

IV. *Personality Traits* : Greatest care has to be taken in rating personality traits. One difficulty in rating personality traits is that they may manifest differently under different situations. For example, pupil who is persevering in History class may not be so in Arithmetic class ; again one manifesting self-confidence in games may not manifest the same trait in class-room work. Hence, to make the rating of personality traits dependable, teachers who may have opportunities to observe the pupil under different situations, should rate him. There should be at least two ratings in a year. After every rating the raters should sit together to give a single agreed rating. At the end of the year, there should be another meeting of the raters to give the final agreed rating. Descriptions of the personality traits to be rated scale-wise in terms of behaviours are given below in the expectation that they would be helpful to teachers.

# Description of the Personality Traits (to be rated) Scale-wise in Terms of Behaviours

	<i>Above average</i>	<i>Average</i>	<i>Below average</i>
Initiative	... Usually does things of his own accord; does not wait for others' instructions.	Only occasionally does things of his own accord; almost always waits for others' instructions.	Never does things of his own accord; always waits for others' instructions.
Industry	... Very hard-working; works in spite of difficulties.	Moderately hard-working. Does not usually work in the face of difficulties.	Lazy. Would at once give up in the face of difficulties.
Responsibility	... Absolutely dependable in trying circumstances. Shoulders responsibility of own accord.	Dependable in ordinary circumstances. Does not shirk responsibility.	Not dependable. Shirks responsibility.
Co-operativeness	... Always eager to lend a helping hand without being obtrusive; enjoys working with others.	Sometimes lends a helping hand to others without being obtrusive. Does not dislike working with others.	Does not lend a helping hand to others: does not like to work with others.
Emotional balance	... Never gives way to extreme emotions; always cool and composed; always has a buoyancy of spirit.	Sometimes gives way to extreme emotions; not always cool and composed; does not always have a buoyancy of spirit.	Easily gives way to extreme emotions; always restless and disturbed; does not have a buoyancy of spirit.
Self-confidence	... Relies on own judgement and power; always faces new problems boldly.	Cannot always rely on own judgement and power; cannot always face new problems boldly.	Cannot rely on own judgement and power; cannot face new problems boldly.
Work habits	... Always systematic and correct in work; has developed a 'style' of his own.	Not always neat, systematic and correct. Has not quite succeeded in developing a 'style' of his own.	Not neat, systematic and correct. Has no 'style' of his own.

**V. Course Recommended :** It may be noted that this is the recommendation of the class-teacher only (or of the teacher who has been entrusted with the work of maintaining the Record Card) and is not a final decision about the pupil.

Other opinions have to be consulted and other factors have to be considered before the school can give its decision in regard to the matter.

### Note on the Construction of Ad Hoc Objective Tests of Attainment

Objective tests of attainment may be ad hoc (teacher-made) or standardised. For periodical or annual assessment, ad hoc tests may be used. Steps for constructing such tests are indicated below :

**Step. I.** Write down specifically (in points) what you intend to test.

*Examples :* (a) *Language :* (1) Knowledge of vocabulary, (2) Capacity to comprehend written expressions, (3) Capacity to express ideas in writing correctly, (4) Capacity to appreciate materials read.

(b) *History :* (1) Knowledge of facts, political, economical, social and cultural. (2) Capacity to understand cause and effect relationships between historical events—historical reasoning. (3) Knowledge of sequence in historical events. (4) Appreciating contributions of historical personalities. (5) Knowledge of the location of historical places.

(c) *Arithmetic :* (1) Knowledge of and skill in doing process sums. (2) Skill in doing reasoning sums. (3) Speed and accuracy in calculation.

*N. B.*—(1) The above analysis is only illustrative and not comprehensive.

(2) To make analysis objective, 4 or 5 teachers of the subject may be requested to write down the objectives independently ; objectives for the test may be compiled from them. In the absence of opportunities to consult other teachers, the subject-teacher may write down the objectives himself.

(3) Objectives for any examination would depend upon what and how the teacher has taught. They may also vary from class to class. For example, in tests of language and to understand cause and effect relationships respectively may not be taken as objectives.

**Step II.** Give weightage to the objectives tabulated, in terms of marks and of time, *i.e.* distribute the total mark (20 or 25) and the total time (35 to 45 minutes) at your disposal to the objectives you have tabulated, in order of their importance. It is not expected that your weightings will be accurate at the beginning. With some experience you will be nearer the mark.

*N. B.*—The weightings may also be given on a relatively objective basis by requesting 4 or 5 teachers of the subject to do the work independently (average of the weightings given by them to any objective may be taken as the final weighting for it.)

**Step III.** (1) Consider the area on which the paper may be set (whatever may have been declared as the course for the examination) and write down under each objective, the topics on which you want to set questions.

(2) Obviously questions cannot be asked on everything taught. Selection has to be made in reference to the time at disposal for answer. Select the topics according to the following principles :

(a) Their importance in reference to the general objective for teaching the subject. (b) Their distribution over the different areas of the course. (c) Each topic should be a related whole (*e.g.*, the three battles of Panipath constitute a single topic, "the Mughul power in India at different stages" should be taken together in setting questions. The example given below on selection of topics for History Examinations in Class VIII, should further clarify the point).

*Example :*

Let us consider the problems of selection of topics for History Examination in class VIII. Imagine that the course is Mughul Period. Of the different objectives for history examination (indicated before), let us take only one for this illustration (Testing knowledge of political facts); of the total time available for examination (probably 45 minutes), imagine we have only 12 minutes at our disposal for testing knowledge of political facts (Mughul Period). The following topics may be selected for construction of tests :

The three battles of Panipath. Shershab's attempts to overthrow the Mughal Power. Akbar's policy for empire building and his conquests. Additions to the empire during the reigns of Jehangir, Shahjehan and Aurangzeb. Growth of Mahratta power under Shivaji. Mahratta power from the death of Shivaji till the 3rd battle of Panipath. Relations with Sikhs.

**Step IV.** *Construct the Test. General considerations in constructing such tests.*

I. To make the questions objective in scoring, there should be only *one* correct answer to a question—marks awarded would be either full or zero.

II. To make questions objective from the point of view of the examinee—if the examinee knows the answer, he should not have any doubt as to the correct answer.

III. It is not necessary that in a paper there should be questions on all the different types of devices which have been developed for making tests objective (True-False, Multiple-Choice etc.). Certain types of devices may be better suited to asking question on certain types of topics, and only these may be utilized for them.

### **Different Devices for Making Questions Objective**

1. **True-False Test :** Certain statements are made, of which some are true and some are false. The examinees are asked to check the correct statements.

Put ticks ( ✓ ) against the statements you consider correct and crosses ( × ) against those you consider incorrect :—

- (a) Abolition of Zizia and Poll tax by Akbar impoverished the treasury and paved the way for the downfall of the Mughal Empire.
- (b) Akbar's good treatment of the Hindus stabilised the Mughal Power.
- (c) Akbar's marriage relations with the Hindus were undiplomatic.
- (d) In modern India, we have accepted the theory of Indian nationhood as developed by Akbar.

Suggestions for use :

1. May be used sparingly. 2. Attempt should be made to graduate the difficulty of the questions (suited to the class) by making the difference between right and wrong answers subtler. 3. Marks should be given according to right-wrong principle.

2. **Multiple-Choice :** From a number of answers or alternatives the examinees are to find the right answer or alternative to a question or statement.

*Example I : Underline the correct answer :—*

Alberuni was the courtier of Subaktagin, Iltutmis, Sultan Mahmud, Kutubuddin.

Observations : It may be considered an improvement on true-false tests—it reduces the possibility of scoring by guessing.

*Example II : Underline those which you consider to be the causes of the fall of the Mughal Empire :—*

Akbar's placating the Hindus, (Shahjehan's lavish expenditure, Rise of Shivaji, Aurangzeb's bigoted policy, Weakness of the successors of Aurangzeb, Degeneration of Mughal Army.

Observations : It increases the difficulty of the question and economises time.

**3. Matching :** Two lists are made at random order and an item of one list is to be matched with the appropriate item in the other list.

*Example I :* Match each name in the left-hand column with appropriate word from the right-hand column. Indicate the word by putting the appropriate number in the blanks provided :—

Bernier	... ..	(1)	Ain-i-Akbari
Panipath	... ..	(2)	Memoirs
Abul-Fazal	... ..	(3)	Battlefield
Babur	... ..	(4)	Traveller
		(5)	Minister

*Example II :* Place the words given below under appropriate heads given above by writing the number prefixed to each word :

Battles.      Conquests.      Revenue Sources.      Reforms.

#### Words

(1) Samughar, (2) Chitore, (3) Haldighat, (4) Post on horse-back, (5) Kabuliyat and Patta, (6) Zizia, (7) Malwa, (8) Chauth.

Observations : This device increases the difficulty of matching tests and are particularly suitable to higher classes. It also economises the time for the test.

**4. Filling in the Blanks :** Teachers are used to setting such questions. The difficulty of the question can be increased and economy of time can be secured by increasing the number of blanks in a sentence. The possibility of having more than one correct answer may be reduced by providing alternatives out of which words or phrases may be selected for filling in the blank.

*Example :* Fill in the blanks with appropriate words (from historical point of view) chosen from the list inside the brackets :—

Babar...the Mughal Empire, Akbar.....it and Aurangzeb paved the way for its.....(beautified, fought for, founded, downfall, prosperity, considered).

*Special care should be taken in regard to the following :*

1. Direction to every question must be clear and unambiguous, all possibility of having more than one correct answer must be precluded. If the scoring key is prepared along with the questions this possibility is somewhat counteracted. The question may also be submitted to other teachers or tried out on other pupils of the same grade (if possible) to guard against the above possibility.

2. The time for the test should be carefully determined (neither too short nor too long). If the teacher writes down the time for every question in the test (this record may be rubbed later) even from his own estimate he may not be very wrong. With experience, he will be able to adjust the test to the time. (It is better to have longer tests rather than shorter ones).

3. Difficulty of the questions should be up to the standard of the class for which they are intended. It is often found that objective tests become too easy in higher classes unless special care is taken.

4. Care should be taken so that objective tests do not become mere memory tests.

#### **Concluding remarks :**

Objective tests may be utilised in evaluating attainments of pupils in all the fields listed as objectives for evaluation in a subject (though they may have to be supplemented by other kinds of tests). How objective tests can be utilised in evaluating attainments of pupils in regard to the different objectives of evaluation listed for history examination will be clear from examples of tests given below :

##### **(1) Knowledge of facts :**

Underline those which are names of Mughal kings—

Bahadur Shah, Ahmad Sha Durani, Salim, Khasru.

(2) *Knowledge of sequence of historical events :*

A. Write the appropriate date, selected from the column in the right, in the blank space provided against each event in the column in the left.

Left Column	Right Column
(a) Fall of Bairamkhan ... ..	1582
(b) Revenue Reforms of Todarmal ...	1556
(c) Second Battle of Panipath ... ..	1562
(d) Siege of Chitore ... ..	1558
	1575
	1579

B. Indicate the time sequence of the following by putting appropriate number before each (1 being placed against the earliest event):—Revenue reforms of Todarmal, Promulgation of Din-ilahi, Marriage with the princess of Ambar, Battle of Haldighat.

(3) *Capacity to understand cause and effect relationships between historical events :*

Underline those you consider to have significantly contributed to the fall of the Mughal Empire—leaving the administration to Nurjahan by Jehangir, Babar's early death, Corruption and luxury among the Mughals, Shershah's efforts to overthrow the Mughals, Shahjehan's lavish expenditure, Appointment of Hindus to high posts by Akbar, Aurangzeb's religious fanaticism.

(4) *Appreciation of the contribution of historical personalities :*

Fill in the blanks from words given below :

Akbar's separation of.....from religion indicated his...  
His dream of an Indian.....uniting.....and.....is still to be realized.

Words ; Leadership, Hindus, Statemanship, Muslims, Sword, Nation, Despotism.

(5) *Knowledge of the location of places of historical happenings :*

(a) Fill in the blank against each name in the right column selecting appropriate names from those given in the left column :

Left Column	Right Column	
	Old Name	New Name
South Bihar	Harappa	.....
Punjab	Mahenjo daro	.....
Malwa	Magadha	.....
Delhi		
Sindh		

(b) Indicate the places in the enclosed map.

[ 3 ]

## BOARD OF SECONDARY EDUCATION

### CUMULATIVE SCHOOL RECORD

CONFIDENTIAL

Introduced on \_\_\_\_\_ Junior  
 \_\_\_\_\_ High School Stage  
 Senior  
 Class \_\_\_\_\_  
 Name and Address of School \_\_\_\_\_

### GENERAL DATA

Name of pupil \_\_\_\_\_ Boy/Girl  
 (surname first)  
 Date of birth \_\_\_\_\_ (year)(month)(day)  
 Father's/Guardian's name \_\_\_\_\_  
 Address \_\_\_\_\_  
 (any change to be noted)  
 Admission Register No. \_\_\_\_\_ Date of entry \_\_\_\_\_  
 Transferred to \_\_\_\_\_  
 Date \_\_\_\_\_  
 Transferred from \_\_\_\_\_  
 Date \_\_\_\_\_

BOARD OF SECONDARY EDUCATION, WEST BENGAL

All entries in this school record are to be made *once*,  
at the *end of each academic year*)

### 1. Health Record

Year	General health rating			Any physical defect	Serious illnesses	Any special remark
	Good	Average	Poor			
196...						
196...						
196...						

### 2 Position of Responsibility Held in School and Awards etc., Obtained\*

196...

196...

196...

\*A position of responsibility means a position like that of a monitor, a captain etc., and awards include prizes, stipends, scholarships, etc.

### 3. Interest\*

Categories	196			196			196		
	Marked	Average	Poor	Marked	Average	Poor	Marked	Average	Poor
(i) Linguistic	...								
(ii) Scientific	...								
(iii) Technical									
(iv) Artistic	...								
(v) Musical	...								
(vi) Agricultural	...								
(vii) Commercial	...								
(viii) Interest in house-hold work and management	...								
(ix) Any other noted interest	...								

\*Rate the pupil's interests on a three-point scale and check (✓) in the appropriate column.  
Do *not* rate an interest for which there is no opportunity of manifestation in school.

#### 4. School Achievement

Groups	196		Class		196		Class		196		Class	
	Average marks in per cent. obtained in periodical and annual examinations*		Rank in each subject. No. in class		Remarks		Average marks in per cent. obtained in periodical and annual examinations*		Rank in each subject. No. in class		Remarks	
Subjects (name the specific subjects in each group)												
Language and literature	—											
Mathematics	—											
Social studies	—											
Science	—											
Art	—											
Crafts	—											
Music	—											
Physical education												
Practical	—											
other subjects	—											

\*Give the average of marks of only those examinations in which the pupil has actually appeared.  
In case the pupil had been absent from any examination, note it under the head "Remarks".

## 5. Co-Curricular Activities\*

Groups	196		196		196	
	Above average	Average	Below average	Above average	Below average	Above average
(i) Games and sports	—					
(ii) Intellectual and literary	—					
(iii) Recreational	—					
(iv) Social service	—					
(v) Others (N.C.C., Scouting etc)						

\*Rate the pupil for each group of activities on a three-point scale and check (✓) in the appropriate column.

## 6. Personality\*

Traits	196		19		196	
	Above average	Below average	Above average	Below average	Above average	Below average
(i) Initiative	—					
(ii) Industry	—					
(iii) Responsibility	—					
(iv) Co-operativeness	—					
(v) Emotional balance	—					
(vi) Self-confidence	—					
†(vii) Work-habits	—					
(viii) Any other trait	—					

\*Rate the pupil for each trait on a three-point scale and check (✓) in the appropriate column.

† Consider whether the pupil is systematic, methodical, careful or neat in work.

## 7. Other Information

1. State the nature of the behaviour problem, if any, shown by the pupil :

(196 ) \_\_\_\_\_

(196 ) \_\_\_\_\_

(196 ) \_\_\_\_\_

2. Name if pupil possesses any outstanding skill or disability :

Year		Skill	Disability
196	...		
196	...		
196	...		

3. What course of study you recommend for the pupil :  
General/Scientific/Technical etc.

\*4. Briefly state the ground for your recommendation—

\*5. What type of vocation you consider most suitable to the pupil \_\_\_\_\_

\*6. Briefly state the grounds for your consideration—

\*7. Any other information about the pupil you think relevant for guidance \_\_\_\_\_

\*To be filled in only at the end of the final year of each school stage, i.e., Junior—VIII, Senior—XI or X

196 196 196

*Signature of the Headmaster/Headmistress*

[ 4 ]

## BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 36/58

Dated, the 8th October, 1958

From : The Secretary

To : The Heads of all Recognized High Schools

Re : Unauthorised Sale of Cumulative Record Cards

Attention of the Heads of all recognized High Schools in West Bengal is invited to the fact that a certain firm is printing and selling Cumulative Record Cards to schools without any authority from the Board. *This is irregular and illegal.* The Board wants to make it clear that these cards should be purchased only from the Sri Kali press, 65/67, Sitaram Ghosh Street, Calcutta-9, as directed in Circular No. 15/58 dated 29.6.58. These cards bear the inscription "Board of Secondary Education, West Bengal", at the bottom of the first page and specimens were sent to all schools along with the above circular.

Sd/- S. K. Sarkar  
for Secretary

## XXI

### EXAMINATIONS

[ 1 ]

#### WEST BENGAL BOARD OF SECONDARY EDUCATION

Circular No. C/68/20

August 6th, 1968

To : The Heads of all class-X and class-XI schools in West Bengal

Sub : School Final and Higher Secondary Examinations of the Board, 1969 and onwards

The undersigned is directed to inform as follows :—

#### School Final Examination

1. (a) Candidates who are not prosecuting a regular course of studies in a recognized High School but intend to appear at the School Final Examination of the Board as private candidates and those who were enrolled for any of the previous School Final Examinations but failed to pass or to appear at such an examination or examinations shall have to appear in a test examination each year prior to their admission to the School Final Examination of the Board.

The test examination shall be held in class-X and class-XI schools specially selected by the Board for the purpose. Only those candidates will be sent up by the heads of Institutions whose results in the test are approved by the District Inspector of Schools in each district. Each such selected school will be permitted to send up not more than 100 private candidates.

Heads of Institutions may also note in this connexion that for the purpose of assessing the standard of test

examination or for any other purpose, the Board may call for the scripts of candidates in different subjects. The answer scripts of such private candidates should, therefore, be preserved for a period of at least six months.

(b) Candidates shall be allowed three consecutive chances for appearing as 'private candidates' at the School Final Examination of the Board irrespective of whether each such chance is availed of or not. Those who have already appeared at the School Final Examination of the Board three times or more will, however, be permitted to sit for the School Final Examination, 1969, as private candidate for the last time as a special case on passing the test examination as referred to in para 1 of this Circular. Henceforward, there shall be no 'PW' candidates at the School Final Examination of the Board.

(c) The School Final Examination for private candidates will be held separately in the month of April, 1969, after the examination for regular School Final candidates and Higher Secondary Examination. This examination shall be of the same standard as for the regular candidates of the School Final Examination.

(d) The selected schools as mentioned before are permitted to charge a test examination fee of Rs. 10/- per candidate for holding test examination of candidates at the respective schools.

(e) An examination fee of Rs. 35/- per candidate shall be chargeable from private candidates for admission to the School Final Examination, 1969 and onwards plus the usual Permission Fee of Rs. 10/- per candidate.

### Higher Secondary Examination

2. (a) 'External' candidates will be allowed three consecutive chances to appear as "external" candidates at the Higher Secondary Examination of the Board irrespective of whether each such chance is availed of or not.

External candidates will be required to sit for the examination in the current syllabus and no benefit of old syllabus will be extended in their cases. In the Higher Secondary Examination, 1969 only an exception will be made in the case of Bengali First Language where alternative questions will be set for the 1968 syllabus.

#### Attendance of H. S. and S. F. Candidates

3. Application Forms for regular Higher Secondary and School Final candidates shall bear a certificate to the effect that they attended classes regularly for three years or two years, as the case may be.

4. "Attendance" shall be considered to be regular as may be declared by the heads of the institutions but in no case, shall the attendance below 70 per cent. of the working days, be considered to be regular.

In case of transfer, the number of days on which the student was present out of the total number of days on which the school was held shall be clearly indicated in his/her Transfer Certificate.

The above rule (4) regarding attendance shall be effective only in respect of pupils who would be promoted to class-IX in 1969.

A. Gupta

Deputy Secretary (II)

[ 2 ]

#### WEST BENGAL BOARD OF SECONDARY EDUCATION

Circular No. HS/69/1

7 August, 1968,

From : The Deputy Secretary-II,

West Bengal Board of Secondary Education

To : The Heads of all recognised XI-Class Schools in  
West Bengal

Sub : Higher Secondary Examination, 1969

The undersigned is directed to state that the candidates who were enrolled for the Higher Secondary Examination,

1968 and had remained unsuccessful even on the results of the Compartmental Examination, 1968 or had been absent in the Annual or Compartmental Examination of 1968, may appear at the Higher Secondary Examination, 1969—

EITHER (a) as BONAFIDE PUPILS of a recognised XI-Class School which has permission to present candidates in the subjects intended to be offered.

**Subjects**—Such candidates of different groups will have to offer the subjects as provided for in the curriculum and syllabuses for the Higher Secondary Examination, 1969. The previous combination of subjects of such a candidate must not be changed where it is in accordance with the said curriculum.

Candidates of the Humanities Group, who had previously appeared without offering a *Classical Language* and candidates of the Agriculture Group who had previously appeared in Old Syllabus will have to offer the subjects in accordance with the curriculum and syllabuses for the Higher Secondary Examination, 1969.

**Last Date of Admission**—The question of admission of plucked candidates as regular candidates is left to the discretion of the Heads of the Institutions. Last date of admission of such candidates has, however, been fixed on 31st August, 1968.

(vide Board's circular No. 12/68 dated the 26th July, 1968)

**Admission to Practical Class**—Those who appeared at the Examination with one or more subjects involving Practical examination may attend Practical classes in a recognised XI-Class school on payment of half the normal tuition fee from the month of August, 1968. Such a pupil will be treated as a regular pupil of the school he/she joins.

OR (b) as EXTERNAL CANDIDATES not having joined any school.

A candidate who was enrolled for or was unsuccessful at the Higher Secondary Examination as a regular candidate

will be allowed *Three Chances* (instead of two chances allowed in the past) for appearing as an External Candidate.

As for the subject to be offered by such candidates, the same condition as laid down under item (a) above will apply. An exception has, however, been made in the case of Bengali First Language where alternative questions will be set for the 1968 Syllabus.

**Admission**—An external candidate will get the prescribed form and instructions for admission to the test examination, from an XI-Class school presenting regular candidates for the Higher Secondary Examination, 1969. Such a candidate shall sit for his/her test examination in the school where from he/she secured the application form. It is desirable that such a candidate goes to the school where from he/she appeared last. In the case of a candidate of one school seeking admission to the Higher Secondary Examination for the Board as an external candidate through another school due to change of residence, the Head of the Institution should make sure that the subjects intended to be offered by the candidate is taught in the school. The Head of the Institution will not accept the application of a candidate if it is found that the subject/subjects offered by the candidate is/are not taught in the school.

*It should be clearly noted that Sessional Marks in the subjects involving practical examination, if any, of such a candidate must be obtained from the school he/she appeared last and forward by the Head of the Institution to the Board in time.*

A completed application form for the Test Examination of an external candidate along with the necessary documents and scrutiny fee of Rs. 2.00 must be submitted on or before the 18th September, 1968 to the Head of the Institution from which the candidate secured the form. A late application and the scrutiny fee of Rs. 2.00 will be received up to the 23rd September, 1968, if accompanied by

an additional fee of Rs. 5'00. No application received after the 23rd September, 1968 will be entertained nor will any application or fees be received by the Board direct from a candidate. An external candidate permitted by a school to sit for the Test Examination shall have to pay to the school a test examination fee of Rs. 10.00 by such date as the school will prescribe. An EXTERNAL candidate successful at the test examination will be required to pay a "*Permission Fee*" of Rs. 10.00 for admission to the Higher Secondary Examination, 1969, as an external candidate along with the usual examination fees.

Attention of the Heads of the Institutions is specially drawn to the Board's *Press Note* dated the 27th October, 1967, in which the Distribution of Marks in the following subjects has been revised and given effect to from 1969 examination :—

#### **Distribution of Marks in the Subjects involving Practical Examinations—**

Subjects :-(1) Geography, (2) Psychology, (3) Physics, (4) Chemistry, (5) Biology, (6) Elements of Physiology & Hygiene, (7) Elements of Home Science, (8) Physics & Chemistry, (9) Elements of Mechanical & Electrical Engineering, (10) Elements of Building Construction.

Theoretical papers—170

Paper-I—85 marks of which one question carrying 10 marks should be set Compulsorily on Practical aspect of the subject.

Paper-II—85 marks of which one question carrying 10 marks should be set Compulsorily on Practical aspect of the subject.

Practical Examination—30 marks.

Sessional work to be assessed internally—10 marks. External Practical Examination (Examination now being carried on in respective schools)—20 marks.

The Sessional marks of the unsuccessful candidates assessed on their previous performance shall, therefore, be furnished on proportionate basis as shown below :—

*The original award of Internal Test shall not be furnished under any circumstances.*

If marks obtained out of 20 as per previous assessment are :

Equivalent marks to be shown out of 10 as :—

10	5
11	6
12	6
13	7
14	7
15	8
16	8
17	9
18	9
19	10
20	10

Marks obtained below 10 out of 20 as per previous Test should also be revised on proportionate basis in the manner as shown above.

#### **Statement of Subjects and List of External Candidates—**

A consolidated statement of subjects of the pupils reading in class XI and the External candidates registered for Test Examination of the school clearly shown in the enclosed form No. 33 (H) should be forwarded with the list of External candidates in the enclosed form No. 7 (H) by the 26th September, 1968 at the latest.

A. Gupta

Deputy Secretary II

## WEST BENGAL BOARD OF SECONDARY EDUCATION

No. C/HS/69/2

August 7, 1968

INSTRUCTIONS FOR THE GUIDANCE OF HEADS OF  
INSTITUTIONS HOLDING TEST EXAMINATION OF  
EXTERNAL CANDIDATES FOR HIGHER  
SECONDARY EXAMINATION, 1969

1. (i) The candidates who were previously enrolled for or were unsuccessful at the Higher Secondary Examination of this Board may appear at the Higher Secondary Examination, 1969, as External candidates not having joined any School.

**Subjects & Syllabus—**

(ii) Such candidates of different groups will have to offer the subjects as provided for in the curriculum and syllabuses for the Higher Secondary Exam., 1969. The previous combination of subjects of such a candidate must not be changed where it is accordance with the said curriculum.

Candidates of the Humanities Group who had previously appeared without offering a Classical Language and candidates of the Agriculture Group who had previously appeared in old Syllabus will have to offer the subjects in accordance with the curriculum & syllabuses for the H. S. Exam., 1969. In Bengali First language alternative questions for 1968 Syllabus will however be set for them.

A candidate who was enrolled for or was unsuccessful at the Higher Secondary Examination as a regular candidate will be allowed three chances for appearing as an external candidate. Thereafter, he/she will have to get himself/herself admitted to XI-Class School. Such a candidate will have to pass the Test Examination held by the school from which he/she had originally appeared as a regular candidate at the Higher Secondary Examination. He/She will have to appear in all the subjects including Practical, if

any, in which he/she appeared last. He/She will not be exempted from appearing at the Practical Examination to be held by the Board at the Higher Secondary Examination, 1969.

The subjects of such candidates should be verified with reference to Mark-sheet submitted by him/her along with his/her application.

*N.B.* The mark-sheet may be returned to the candidate after verification of the subjects.

No application should be accepted by the Head of an Institution if it is found that the applicant is offering a subject which he/she was not taught in the school from which he/she appeared originally as a regular candidate at the Higher Secondary Examination, and also if the school does not teach the subject.

The marks secured by a candidate at his/her sessional work at the last Higher Secondary Examination will be taken into account. Proportionate marks as shown in circular No. C/HS/69/1 Dt 7.8.68. shall be awarded at the H. S. Exam., 1969.

2. (i) Heads of Institutions will receive applications from external candidates as above in plain paper in the Specimen form shown in this office circular No. C/HS/69/3 dated 7th August, 1968 and arrange for the Test Examination.

(ii) A candidate should submit along with his/her application the following :—

(a) Admit Card for the last Higher Secondary Examination/\*Compartmental Higher Secondary Examination and mark-sheet for the last Higher Secondary Examination in original or officially issued duplicate.

(b) Scrutiny fee of Rs. 2.00

(c) Two passport-size photographs duly attested by a Gazetted Officer, a Member of the Senate of Executive Council or a Professor, or a Lecturer of any University in West Bengal or a Professor or a Lecturer of any

College recognized by it or the Head of a recognized School under the Board.

(Of the two photographs, one should be pasted on the application and the other should be pasted on the permission letter issued by the school allowing him/her to sit for the Test Examination.)

\*The unsuccessful candidates of the Compartmental Higher Secondary Examination August, 1968, intending to apply for admission to the Compartmental along with the candidates of the Higher Secondary Examination to be held in March, 1969 should apply in a separate form which may be had of the schools by the middle of December, 1968.

(iii) Applications along with necessary documents and scrutiny fee will be received by a school up to the 18th September, 1968 without any late fee.

Late applications will be received up to the 23rd September, 1968 with a late fee of Rs. 5/- (Schools will retain all these fees to meet the expenses of scrutiny of applications etc. incurred by them.) The applications should be scrutinized strictly in accordance with this office circular No. C/HS/69/3 dated the 7th August, 1968.

3. (i) The School will forward to the Board by the 26th September, 1968 in the enclosed form (Form No. 7H), a list of candidates permitted by it to appear at the Test Examination along with the subjects. No supplementary list will be accepted by the Board.

The list should be accompanied by a consolidated statement of the subjects offered by these candidates as also by the pupils reading in Class XI of the School.

(ii) The school will forward the applications and fees of those candidates who pass the Test Examination for admission to the Higher Secondary Examination, 1969 along with those of their own pupils to the Board. The list

of external and regular candidates should be prepared separately.

4. A candidate permitted by a school to sit for its Test Examination will pay to the School a Test Examination fee of Rs. 10/- by such date as the school will prescribe.

5. Those who pass the Test Examination, will be presented at the Higher Secondary Examination, 1969 as external candidates. They will deposit to the School—

(i) Permission fee ... .. Rs. 10'00

(ii) The Higher Secondary Examination fee Rs. 35'00

(iii) Practical Examination fee ... .. Rs. 5'00

(for the candidates who will appear in Practical Examination in the subjects except Geography)

(iv) Two passport-size photographs.

(v) The completed applications in the prescribed form within the prescribed date.

They will take the Higher Secondary Examination at the same centre as the regular pupils of the school.

6. Permission letters, Admit Cards and Mark-Sheets of these external candidates will be sent to the schools which presented them and schools will make their own arrangements to distribute the Admit Cards and Mark-Sheets to the candidates concerned.

The successful candidates will have their Higher Secondary Certificates from the same school.

*An incomplete Application or an application not accompanied by the prescribed Fees/or necessary Documents will be rejected without reference to the candidate. Candidates should in their own interest, take every care to complete the forms correctly*

*N.B.—A candidate's admission to the Test of the Higher Secondary Examination will be cancelled and he/she may be debarred for a period from appearing at such an examination if, at any time later, it transpires that false declaration was made in any of the documents or some facts were suppressed.*

No application for relaxation of any of the conditions or instructions will be entertained.

A. Gupta

Deputy Secretary—II

## WEST BENGAL BOARD OF SECONDARY EDUCATION

No. C/69/1

Date 9th Sept., 1968

*Instructions for the guidance of Private candidates intending to appear at the School Final Examination, 1969.*

(1) Any Indian National having permanent residence within the territorial jurisdiction of the Board or ordinarily residing in the area, who is not reading in any recognised School at the time of applying and has not already passed the School Final Examination or an equivalent Examination anywhere in India or any candidate who was once enrolled for any of the previous School Final Examinations of the Board but failed to pass or to appear at such an examination(s), is eligible to appear as a private candidate at the School Final Examination, 1969.

Note: A recognised school is a High School permitted to present candidates at the School Final Examination or Higher Secondary Examination of the Board or an equivalent examination of any other Board or University in India.

(2) A candidate who intends to take the School Final Examination, 1969, must pass the Test Examination held by any of the selected recognised Schools nearest to his/her residence. No candidate whether a teacher of a school recognised by a State Government or a Statutory Body, a Defence Personnel in active service, a blind Personnel or a Prisoner, is exempted from appearing at the preparatory Test Examination. A candidate who already passed the School Final Examination or its equivalent but prays for appearing at the School Final Examination, 1969 again in a single subject not offered previously, will not however, be required to sit for the Test Examination. Such a candidate shall apply to the Board by 28th October, 1968.

(3) A candidate shall be allowed three consecutive chances for appearing at the School Final Examination of

the Board as 'Private' candidate irrespective of whether such chance is availed of or not. A candidate who has already appeared at the School Final Examination of the Board three times or more will, however, be permitted to sit for the School Final Examination, 1969, AS A PRIVATE CANDIDATE FOR THE LAST TIME, as a special case, on passing the Test Examination as referred to in para (2) above.

(4) Application for permission to sit for the Test Examination must be addressed to the Head of any one of the selected schools nearest to his/her residence where the candidate intends to take the Test Examination. Such application must be submitted to the School concerned by 28th October, 1968. The School will receive late application up to 1st November, 1968 and the late fee for the same not exceeding Rs. 5/- may be charged by the school concerned.

Along with the application the following should be submitted by the candidate :—

(a) Two passport-size front-view photographs, duly attested by a Gazetted Officer, or a member of the Senate or Executive Council, or a member of the West Bengal Board of Secondary Education, or a Professor or a Lecturer of any University in West Bengal, or a Professor or Lecturer of any college recognized by it, or the Head of a recognized School under the Board.

[Of the two photographs, one should be pasted on the application and the other should be pasted on the Eligibility Certificate to be issued by the School to the candidate to sit for the Test Examination.]

(b) A Transfer Certificate in original from the School where he/she read last, or an affidavit in original, in the prescribed form, when it is not possible to submit a Transfer Certificate for any reason, or an Admit Card of School Final Examination in which he/she appeared last or an Eligibility Certificate (in original) of any previous year

issued by the Head of the Institution to appear at the Test Examination.

In case of a Teacher candidate the Admit Card of School Final Examination in which he/she appeared last or a declaration stating his/her date of birth according to the English calendar, which should, be countersigned by the Headmaster/Headmistress of the school which the candidate has been serving, after verification of the school records.

(c) A scrutiny fee of Rs. 2/—.

Necessary instructions with regard to the Test Examination may be had from any of the selected schools.

(5) A candidate permitted by a school to sit for the Test Examination will pay to the school a Test Examination Fee of Rs. 10/- by such date as the school will prescribe.

(6) Private candidates will be required to sit for the examination according to the Curriculum and Syllabus of the School Final Examination, 1969 prescribed for private candidates. In the school Final Examination, 1969 only, an exception will be made in Bengali (First Language) and English (Second Language) in which alternative questions will be set for the 1968 Syllabus.

No permission of the Board is necessary in case of change of subjects of an unsuccessful candidate.

IT SHOULD BE CLEARLY NOTED THAT APPLICATION OF A CANDIDATE OFFERING WRONG COMBINATION OF SUBJECTS WILL BE REJECTED FORTHWITH WITHOUT ANY REFERENCE TO HIM/HER AND THE SCHOOL CONCERNED.

SUBJECTS ONCE OFFERED FOR THE TEST EXAMINATION BY A CANDIDATE CANNOT BE ALTERED LATER ON.

Regular candidates of School Final examination, 1968, who failed to pass or to appear at the said Examination with any of the elective subjects which cannot be offered by private candidates under the curriculum prescribed for them, may offer the same elective subject (s) at the school Final examination, 1969 as private candidates as a special

case for this year only. Such candidates should produce their mark-sheets of the School Final Examination, 1969 to the Head of the Institution for verification of subject combination.

(7) A candidate, who on passing the Test Examination will be sent up for the School Final Examination, 1969 as a private candidate, shall deposit to the School (i) Permission Fee of Rs. 10/- and Examination Fee of Rs. 35/-, (ii) two passport-size front-view photographs and (iii) the completed application in the prescribed form within the prescribed date. Such a candidate will take the School Final Examination at a centre to be allotted by the Board.

Teacher candidates and candidates appearing in a single subject are exempted from payment of Permission Fee of Rs. 10/-. They are to deposit an Examination Fee of Rs. 10/- only.

Blind candidates are exempted from payment of Permission fee of Rs. 10/- and Examination Fee of Rs. 35/-.

(8) Admit Cards and Mark-sheets of sent-up candidates will be sent to the Schools which present them. The successful candidates will have their School Final Certificates also from the same schools.

Sd/- A. GUPTA  
Deputy Secretary (II)

[ 5 ]

## WEST BENGAL BOARD OF SECONDARY EDUCATION

### Rules for Change of Centre of Higher Secondary Examination

1. Application for change of centre will be judged by the Board on its own merit and it reserves the right to accept or reject such an application.

2, An application for change of centre is to be submitted in duplicate and in the form as per specimen printed overleaf. The completed application accompanying the two copies of passport size photograph of the candidate attested by Head of the School concerned and affixed with his office seal, is to be forwarded in a separate cover to the undersigned with a Postal Order for Rs. 20/- in payment of the prescribed fee. The Postal Order should be made payable to the **West Bengal Board of Secondary Education at Calcutta** and duly crossed. If the fee is deposited in cash at the Board's Office, the challan receipt must accompany the application. The fee paid for the purpose cannot be refunded in any circumstances.

3. An application found incomplete in any respect will not be considered.

4. Application for change of Centre should in all cases reach this office not later than 30 (thirty) days before the commencement of Examination; otherwise the application will not be considered.

5. Change of examination Centres in Calcutta ( viz. North, Central and South) is not permissible.

Sd/- A. Gupta  
Deputy Secretary—II

(SPECIMEN)

Form No. 26 (H)

**WEST BENGAL BOARD OF SECONDARY EDUCATION**

**Specimen Form of Application for Change of Centre  
of Higher Secondary Examination**

1. (a) Name in full—  
(in block letters)  
(b) Son/Daughter of—
2. Name of School from  
which the applicant  
is appearing—

## 3. Subjects taken up—

(a) Language for Translation into English  
in Paper I of English 2nd Language—(b) First Language—  
and

(c) Second Language—

(English for pupils who do not offer  
English as First Language or Bengali  
for pupils offering English as First  
Language)(d) **Elective Subjects Group :**—(Humanities, Science, Technical, Commerce,  
Agriculture, Fine Arts, Home Science)

(i) —

(ii) —

(iii) —

(iv) Fourth Elective, if any

4. Change of Centre sought from—to

5. Reason for Change of Centre—

(If the space is insufficient,  
a separate sheet of paper  
may be used)6. The Centre where other candidates of the  
School will sit for their Examination—7. Centre Change Fee of Rs. 20/- paid [a] by Postal  
Order No.—Dated—issued by P.O.—P.O. enclosed)(b) at Board's Office in Cash (Board's Challan  
enclosed)

8. Examination fee paid on—

9. Two copies of Photograph (duly signed and attested)  
enclosed. I have read the rules for  
change of centre as given overleaf.Countersigned  
Headmaster

School Candidate's Signature in full

Headmistress Father's/Guardian's Signature in full

Address of the School—New Address—

Seal of the School—

## XXII

# NATIONAL FITNESS CORPS

GOVERNMENT OF INDIA

MINISTRY OF EDUCATION

NATIONAL FITNESS CORPS

72/A, Ganesh Chandra Avenue

Calcutta-13

No. 11/4/66/Gen/FR

December 15, 1966

Agrahayan 24, 1888, SE

### A. Introduction

National Discipline Scheme is a significant contribution to the nation by the late I.N.A., General J. K. Bhonsle. Being inspired by the late Prime Minister Jawaharlal Nehru, it started functioning in 1954 under the Ministry of Rehabilitation, Govt. of India. The aims, objectives and the evaluated results of the Scheme thereafter attracted everyone towards it. With a view to spreading this type of education, the same Scheme was brought under the Ministry of Education, Govt. of India, so that the productive and useful training may be made available in all the Middle, High and Higher Secondary Schools throughout the length and breadth of India. Since then, a separate Directorate was formed for the Scheme. To avoid duplication and wastage of time and money, an integrated programme including all the salient features of National Discipline Scheme, Physical Education, Auxiliary Cadet Corps, has been formed, which is now being christened as "National Fitness Corps."

All the States/Territories have principally accepted this new programme and a decision has been taken to make the

programme compulsory in 84000 middle and high schools. In some States and Territories the decision has already been made compulsory.

In the mean time, all the 50 Physical Education Colleges and the two Central Training Institutes of National Fitness Corps will follow the integrated programme and will produce the requisite number of Instructors. The existing 1800 A.C.C. Teachers, 15000 Physical Education Teachers and 7000 National Fitness Corps Instructors have got to be reoriented by this time. The programme of reorientation has since begun for the last few years. Hitherto, all the reoriented Teachers will be called as National Fitness Corps Instructors, who will definitely follow the syllabus as contained in the N.F.C. handbook.

A.C.C. has been totally banned. Recruitment in National Discipline Scheme (National Fitness Corps) has also been discontinued. Now onwards it will be made by the Physical Education Branch of respective States/Territories. The decision has been made by the Govt of India, Ministry of Education, to hand over the N.F.C. Instructors up to Senior gd-II, to the respective States/Territories. The N.F.C. programme reminds every citizen of the essential purpose of creating a sense of belonging to the nation being fit in every respect and remaining undivided and united as in Corps and working for the advancement for the motherland to her cherished goal, enshrined in the Constitution.

**B Some important information to the Heads of the Institution, as well as the N.D.S. Instructors concerned**

1. An N.D.S.I. is to be treated at par with the other teaching staff in an institution. Neither he/she is to be put to a work below the dignity of a teacher nor should he/she be given any kind of undue advantage.

2. The N.D.S. Instructors are meant exclusively for N.D.S. (N.F.C.) activities and everything related to it and is as such, never to be employed otherwise.

3. Each N.D.S.I. is to be given 5 periods daily or or 30 periods a week or as many periods as other teachers are getting in the school.

4. The Head of the Institution is the direct Controlling Supervising Officer of an N.D.S.I. and is supposed to check up attendance, progress of work in general, items of syllabus and other activities of the N.D.S.I.

5. The inspecting officers of the N.F.C. paying surprise visits with a view to checking up the works, attendance etc. of an N.D.S.I. needs to be accorded facilities as may be necessary.

6. To maintain the standard of works, all the N.D.S.I.s are to be given proper facilities and active assistance.

7. The rules and nature of duties for a Senior grade-II Instructor posted in school does not differ in any way from other Instructors in a school excepting that he/she is invested with the additional responsibilities to make the school a model one and to check up the activities of the N.D.S.I.s and also occasional inspection duties of the Region as Sector-in-charge. The Senior grade-II Instructors who are functioning as Sector-in-charge will be on inspection duty in his/her sector when instructed by the Regional Office not more than 10 days in month (the approved tours generally to take place in the first week of each month). On other days he/she will attend the school regularly to do his/her own duties.

8. For any kind of disobedience, irregularity, insincerity, incapability etc. on the part of an N.D.S.I., reports should immediately reach the Senior Supervisor, National Fitness Corps, Eastern Region, Calcutta (address as above).

9. Monthly absentee statement as stated vide this office Memo.No. 3/1/66/AD/ER, dt. 29.11.66, is the most essential, without which the N.D.S.I. will not be paid his/her monthly payment.

10. N.D.S.I.s will never take part in any political agitation, movement etc. and will always furnish the office with his/her vacational address after applying for station leave permission in any vacation.

11. An N.D.S.I. is expected to take class at a time comprising 40 to 50 students for better control and greater efficiency. Periodical mass ceremonial parade may be demonstrated once in a year. The turnout of the N.D.S.I.s must be of first order. They will assist the Heads of the Institutions to organise functions in the schools and look after the general discipline.

12. During duty hours, an Instructor cannot leave the school without permission or he/she cannot visit the office if not permitted by the Head of the Institution and called from the office.

13. The relation of an N.D.S.I. with the Senior Officers, Head of the Institution, staff and students will be good ideal and cordial.

14. An N.D.S.I. must make himself/herself a specialist in all items and subjects. Exhibition of only a few items during inspection will be a bad record for an Instructor.

15. All applications, monthly progress reports and absentee statements must be countersigned by the Head of the Institution and in every application, the correct and complete address and Personal File No. of the Instructor should be written. It is to be seen that the Leave statements, Progress reports, Annual CR. and Holiday list of the school be sent in time.

16. An N.D.S.I. should also bear in mind that he/she should inform the Regional Officer or the Liaison Officer of the examination dates or of some likely holidays or similar occasions which are likely to arrest his/her works to avoid inspection during that particular period.

17. Applications for transfer under unavoidable circumstances and that also after the completion of 3 years may be sent to the Regional Office for checking. Such

applications will be only entertained in January, February and March every year and not in other months, which may not be taken into account. For the States of Assam, Orissa, those applications will be routed through the concerned L. O.s of the States with their comments.

18. Application for permission to appear in any examination, must be sent in time to the Regional Office.

19. The N.D.S.I.s being Central Govt. Servants cannot generally earn money from other sources.

20. The N.D.S.I.s outside Calcutta who want to get their pay from the Regional Office, must apply through proper channel.

21. An N.D.S.I. must be with his/her proper uniform when he/she would be on duty or present in the office, fortnightly meeting etc. They must invariably carry whistle, diary, lesson notes etc. during duty hours.

22. An N.D.S.I. will keep the daily attendance of the students of his/her class. He/she will also keep all the records of activities of each period to evaluate the progress of work at each week-end. He/she will teach all the activities as per directions of the syllabus and will use the equipments of the activities. Before starting the activities in any period, he/she must arrange for ground marking, equipments and lesson plans for the said class.

23. Problems of routine arrangements sometimes stand in the way of implementation of the scheme. Hence, to help in this connection, new model time-tables are attached herewith, for guidance. The Heads of Institutions may choose any of them for their schools.

### N. F. C. SYLLABUS

#### General Plan of the National Fitness Corps

##### *Suggestions to Teachers*

For any teacher of Physical Education it is necessary to understand clearly, the broad features of this National Programme. An attempt has been made in this chapter to include suggestions which may be useful to the teachers for effective implementation of the programme.

# (I) Programme

The National Fitness Corps covers 8 items which have been classified under Core/Compulsory and Optional activities as indicated below :

Items	Core/Compulsory	Optional
I. EXERCISE TABLES	Two Tables prescribed for each class.	(1) Mass P. T. Tables. (2) Yogic Exercise as recommended classwise.
II. DRILL & MARCHING	All items as given in the class-wise syllabus.	
III. LEZIUUM	All Exercises.	
IV. GYMNASTICS/FOLK DANCES		
(a) <i>Gymnastics</i>	<p>BOYS :</p> <p>Fundamental positions ; Stunts ; Gymnastics without apparatus ; Malkhamb ; Pyramids.</p> <p>GIRLS :</p> <p>Fundamental positions ; Simple Stunts.</p>	<p>Vaulting Box ; Beam ; Pommel Horse ; Rope Climbing.</p>

Items	Core/Compulsory	Optional
(b) Folk Dances	<p><b>BOYS:</b> At least one folk dance in three years, i.e. during classes V, VI &amp; VII and two folk dances during the high school stage, i.e. during VIII to XI classes. In all, three minimum folk-dances from V to XI classes.</p> <p><b>GIRLS:</b> One folk-dance of the region and another belonging to a different region for each class.</p>	Folk dances involving a good deal of Physical exertion are recommended.
<p>V. MAJOR GAMES; MINOR GAMES AND RELAYS</p> <p>(a) Major Games</p>	Fundamental skills of Major Games.	Participation in Major Games as per facilities available.
(b) Minor Games & Relays	All items as given in the class-wise syllabus.	

<i>Items</i>	<i>Core/Compulsory</i>	<i>Optional</i>
VI. TRACK & FIELD EVENTS, TESTS AND HIKING		
(a) <i>Track &amp; Field Events</i>	Fundamental movements and techniques given class-wise.	(1) Relays—Classes VIII to XI. (2) Javelin Throw/Discus Throw —Classes X to XI.
(b) <i>Tests</i>	National Physical Efficiency Tests.	(1) Standard Achievement Tests. (2) Strength/Stamina Tests.
(c) <i>Hiking</i>	Hiking as recommended class-wise. Simple Combatives.	Cross-country Wrestling; Judo for Boys and Jambia for Girls as per syllabus.
VII. COMBATIVES		

*Items*

*Core/Compulsory*

*Optional*

VIII. NATIONAL IDEALS & GOOD CITIZENSHIP, PRACTICAL PROJECTS, AND COMMUNITY SINGING OF THE NATIONAL ANTHEM AND EMOTIONAL AND NATIONAL INTEGRATION SONGS.

(a) *National Ideals & Good*

*Citizenship*

(b) *Practical Projects*

(c) *Community Singing*

As per subjects given in the class-wise syllabus.

Nil

As recommended in the syllabus.

National Anthem ; one song in the regional language and one in the National language for each class V, VI and VII.

National Anthem ; one song in the regional language, one in any other regional language, and one in the national language for each class from VIII to XI.

**N. F. C. Equipments :**Games Equipments

1. Volleyball set.
2. Football set.
3. Cricket set.
4. Hockey set.
5. Basket-ball set.
6. Teniquoit set.

Gymnastic Apparatus

1. Horizontal Bar.
2. Parallel Bar.
3. Vaulting Box.
4. Mattress—2.

Sports Equipments

1. Starting Block (6).
2. Stop-watch (4).
3. High Jump Posts.
4. Discus (3).
5. Short-put (3).
6. Javelin (16).
7. Pole-vault Pole.
8. Pole-Post + Cross Bar.
9. Hurdle set.
10. Spade—1.
11. Rake—1.
12. Lime Marker—1.
13. Nails—1 doz.
14. Rope.
15. Measuring Tape.

**N. F. C. Equipments and miscellaneous Apparatus**

1. Lezium—50.
2. Dumb-bell—50 pairs.
3. Bratachari or Tipri Sticks—50 prs.
4. Bhangra Dress.
5. Bhangra Dhole.
6. Halgi—2.
7. Mulkhamb pole.
8. Madal (for Bratachari).
9. Band set.
  - a) Base Drum, b) Cattle Drum—3, c) Side Drum—3, d) Chimble, e) Triangle, f) Flute—25.
10. Tabla.
11. Harmonium.
12. Ghungru.
13. National flag + other flags.

### Note on suggested Time-Table for the Programme of the National Fitness Corps

For effective implementation of the N.F.C. Programme in Secondary Schools, Time-Tables may have to be so framed that activities under the Programme could be carried out with the help of minimum facilities by way of staff, open space etc.

It is generally observed that Secondary schools adopt the following types of sessions :—

- (1) Schools working in morning sessions only,
- (2) Schools working in noon sessions only,
- (3) Schools working in morning & afternoon sessions.

In the case of schools with morning sessions, periods for the N. F. C. may be provided in the first half of the sessions.

In schools with noon sessions, periods for N. F. C. may be provided after the long recess, with the first period every day for activities such as Community Singing, Practical Projects, Instruction in National Ideals & Good Citizenship for which class rooms can be conveniently used.

Finally in the case of schools with two shifts, the first half of the morning session and the second half of the afternoon session would be most suitable for organising the N. F. C. Programme.

It is suggested that in schools where open space is available 2 grounds of 60' × 40' dimension may prove to be the minimum requirement for carrying out N. F. C. classes so that 2 classes can go through the Programme simultaneously as and when necessary. The ideal requirement of playgrounds recommended for schools with different strengths have been indicated below as per expert opinion :

- (1) About 4 to 5 acres for High Schools with 500 to 1,000 students.
- (2) About 2 to 3 acres for schools with 200 to 500 students.

For schools with no open space of any kind at all, a minimum of in-door space with 60'×40' dimension or at least 40'×25' dimension may have to be provided. As an interim measure, for a unit of 7 classes i.e. V class to XI class, with one division of each class, one of the biggest class-rooms may be reserved for carrying out the N. F. C. Programme. In schools where the Programme is to be organised in such a class-room only arrangements for instruction in the activities of the Programme for one class only at a time can be made during the regular session. However, after the regular session two classes may have to work once a week as indicated in Time-Table No. 2—period 9.

On the basis of the requirements of open space/indoor space required for the Programme of N.F.C., time-tables have been worked out under 2 types as suggested below :—

- (1) Time-table No. 1 :—for schools with some open space. (2 play-grounds each of 60'×40' or 1 play-ground of 60'×40' and 1 in-door space).
- (2) Time-table No. 2 :—for schools with no open space at all but with some in-door space of 60'×43'/40'×25' or at least one biggest class-room reserved for N.F.C. Programme.

As regards the sequence of activities to be covered for school children in the school time-table, the following order is suggested which may vary according to local conditions :—

1. Instruction in National Ideals & Good Citizenship ;  
Practical Projects & Community Singing.
2. Gymnastics ; Combatives ; Exercise Tables.
3. Drill & Marching ; Track & Field Events/Tests.
4. Games/Lezium.

Enclosure to Annexure I.

SUGGESTED TIME-TABLE FOR THE NATIONAL FITNESS CORPS PROGRAMME  
UNDER VARYING CONDITIONS—TIME-TABLE NO. 1

*Details :—*Schools with minimum open space for the conduct of N.F.C. Programme.

Time-table for schools with noon-sessions from Monday to Friday & morning session on Saturday.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					XI
					VIII
					LONG RECESS
V	VI	VII	VIII	IX	National ideals & Good citizenship ; Practical projects & Community singing.
VI	VII	V	IX	X	Gymnastics, Combatives, Exercise tables.
VII/VIII	VIII/IX	VIII/X	V/VI	XI/V	Drill & marching; Track and field events/Tests.
IX/X	V/XI	XI/VI	VII/X	VI/VII	Games/Lezium.

\*\* Where two classes are provided in one period, one class will have *Instruction Period* and the other *Practice period* under another Instructor or Pupil Leader under the general supervision of the Instructor.

# XXIII

## ACCOUNTS

[ 1 ]

### CALCUTTA UNIVERSITY

#### Account Rules for Schools

1. The accounts may be kept in accordance with the same rules as apply to a Department of a college, or according to the following rules, whichever is convenient to the authorities of the school.

2. Every transaction of receipt or payment of money should be brought to account at once without exception or reserve. Every correction in any Account Book or Register should be neatly made and initialled. No over-writing or erasure will be allowed.

3. The Class Register of Attendance will provide for additional columns showing the fees\* and fines realised from each student and the amount of daily collection (Form 1).

4. The daily collections of all classes will be compiled in a Collection Register (Form 2) of which the daily total will be taken into the Cash Book (Form 4). The total amount unrealised at the end of the month will also be taken from the Class Register and shown at the foot of the Collection Register.

5. An Acquittance Register of Salaries and Scholarships will be kept in Form 3.

6. The Cash Book will be kept daily in Forms 4 and 5. It will be initialled daily by the Head Master or other superior authority. The items of receipt and the voucher numbers of payments will run in two consecutive series from the beginning to the end of each year. No subsequent interpolation of a fresh entry between two old entires will be allowed.

7. A monthly Abstract will be prepared from the Cash Book in Form 6 as soon after the end of the month as possible but not later than the 10th of the next month.

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\* School Fees, Admission Fees, Transfer Fees, Punkha Fees.

## CALCUTTA UNIVERSITY

## Attendance Register

# Form 1

Class.....

Month of.....19

[illegible]

**Total.....**

131

CALCUTTA UNIVERSITY

## Collection Register

# Form 2

Month of.....19

[illegible]



5

**CALCUTTA UNIVERSITY**

# Cash Book

Month of.....19...

Form 4

## Receipts

Date	Item No.	From whom received and other particulars	Fees and Fines		Grants, Subscriptions and Donations		Other Items		Daily Total including Opening Balance
			Rs.	A.	Rs.	A.	P.	Rs.	
		Opening Balance...							

## Form 5

Month of.....19...

Disbursements								Initials of Head Master
To whom paid and other particulars	Voucher No.	Salaries	Book, Furniture and Contin- gencies	Rents, Taxes, Scholarships and Prizes	Other Items	Daily Total	Closing Balance	
		Rs A. P.	Rs A. P.	Rs A. P.	Rs A. P.	Rs A. P.	Rs A. P.	

[ 7 ]

## CALCUTTA UNIVERSITY

Form 6

## Monthly Abstract Account for the year—

Heads	January	February	March	April	May	June	July	August	September	October	November	December	Total for the year
	1	2	3	4	5	6	7	8	9	10	11	12	

*Receipts*

## Income—

Fees, Fines, etc.  
 Grants and Subscriptions  
 Other Income  
 Total  
 Deposits  
 Loans & Advances  
 Remittances  
 Total Receipts  
 Opening Balance  
 Grand Total

*Disbursements*

## Expenditure—

Salaries  
 Books  
 Furniture  
 Contingencies  
 Rents, Rates and Taxes  
 Scholarships  
 Prizes  
 Other Expenditure  
 Total  
 Deposits  
 Loans & Advances  
 Remittances  
 Total Disbursements  
 Closing Balance  
 Grand Total

[ 8 ]

# AUDIT OF ACCOUNTS GOVERNMENT OF WEST BENGAL

DIRECTORATE OF EDUCATION

No. 11044 G.A.  
9A—11 G.A./67

From : The Director of Public Instruction, West Bengal  
To : The secretary/Administrator,———

As per this Directorate's Memo. No. \_\_\_\_\_,  
dated the \_\_\_\_\_,  
Messrs. \_\_\_\_\_

have been entrusted with the audit of the accounts of your school for 1966-67. All registers, accounts and records may please be kept ready and made available to the auditors to enable them to audit your school accounts in time and to send the Audit Report so as to reach this Directorate within the stipulated period. The audit is to be undertaken in the premises of the school.

2. You are requested to see that books of accounts and other documents are kept ready for inspection and examination by the approved auditors to whom fullest co-operation for the timely completion of the audit work is to be afforded. If the auditors do not undertake the audit within the scheduled time, the fact should be intimated to the Accounts Officer, Education Directorate, West Bengal, Grant-in-aid Section, 6, Council House Street, Calcutta-1.

3. The prescribed rates of audit fees and travelling expenses are noted below and the payments to the auditors should be made accordingly. Audit fee at the prescribed rates should be paid very promptly so that the auditors have no occasion to complain against the school for non-payment of their fees for audit. The dispute, if any, regarding the T.A. claim of the auditors may be referred to this Directorate.

4. It may please be noted that if due to the default on the part of the school the accounts remain unaudited or the Audit Report is not received in time, no grant will be paid to the school.

Sd/- Illegible  
for Director of Public Instruction,  
West Bengal

### RATE OF AUDIT FEES

1. High Schools (Class X) with average enrolment (vide statement of Roll Strength at page 10 of the Audit Report) :

High Schools (Class X) with average enrolment up to 300—Rs 100.

High School (Class X) with average enrolment from 301-400—Rs 125.

High Schools (Class X) with average enrolment from 401-550—Rs 150.

High Schools (Class X) with average enrolment from 551-700—Rs 175,

High Schools (Class X) with average enrolment above 700—Rs 200.

2. Class-XI Schools : Same rates as prescribed for Class-X schools plus an additional fee of Rs 25 for each such school.

3. Junior High Schools in receipt of a grant of Rs 1,200 and more—Rs 50.

Junior High Schools in receipt of less than Rs 1200—Rs 40.

#### a) TRAVELLING ALLOWANCE

(1) **Chartered Accountants** : First class fare for train journey and first class fare for journey by steamer. Travelling allowance is to be paid for the actual journey performed

and not more than one travelling allowance is to be drawn for the same journey to and from the School.

A declaration regarding actual expenses incurred by the Auditor in auditing a group of neighbouring schools, intimating whether he actually returned to headquarters after finishing the audit of each of those particular schools within the area, should be made by him in the prescribed form for submission to the school in connection with the T.A. bills.

(2) **Chartered Accountant's Assistants :** Second class fare (train or steamer).

(3) A Chartered Accountants' Assistant is entitled to accommodation of the highest class available. if the line by which he travels does not provide accommodation of the class to which he is normally entitled, according to clause (2) above.

(b) *ROAD MILEAGE*

Fifty paise per mile for the Chartered Accountant and 25 paise per mile for his assistants provided that where the journey is made in a public vehicle, the amount of mileage shall not exceed the actual first class fare charged by such vehicles.

(c) *DAILY ALLOWANCE*

(i) Rupees four for a full day and night halt in connection with the actual audit work for the Chartered Accountant.

(ii) Rupees two for a full day and night halt in connection with the actual audit work for his assistant.

(iii) Half the above rates of daily allowance may be charged for the days of journeys.

Not more than one daily allowance is to be allowed for the same day of halt.

No other expenses in addition to the above should be charged from the authorities of the institution concerned,

If an auditor or his assistants are required to visit an institution for a second time for the purpose of audit work either on a request from the school or due to its failure to keep the accounts ready for audit, the school shall bear the T.A. and other expenses in full from its own resources and the Education Directorate shall make no grant for such additional cost.

## XXIV

### RAILWAY TRAVEL

[ 1 ]

#### BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 21/60

Dated 29th August, 1960

From : The Secretary

To : The Secretaries and Heads of all  
Recognised High Schools in West Bengal

**Sub : Dissemination of Civic Sense amongst the pupils**

The undersigned is directed to state that from a communication received from the Railway authorities it appears that certain social problems could be solved with the active co-operation of all concerned. The problems, are the following :—

- (a) Lack of cleanliness in trains, waiting halls, waiting rooms and platforms ;
- (b) Bad behaviour generally on Railway premises e.g. greater noise, less orderliness. not allowing passengers to detrain first, no queue habit and not keeping tickets and passes ready for inspection at entrance and exit ;
- (c) Ticketless travel ;
- (d) Unauthorised alarm chain pulling ;
- (e) Pilferage, wanton destruction of Railway property even during normal time ; and
- (f) Foot-board travel, improper use of lavatories etc.

The Railway authorities are making every possible effort to educate the travelling public in the country, but it is felt that the problem has to be dealt with on a wider basis in

order to educate the coming generation in better behaviour befitting the country.

It is, therefore, requested that proper steps may be taken to inculcate Civic Sense in the pupils reading in the schools by arranging occasional talks so that they may develop the proper attitude to public property, specially that of the Railways, which are National assets as well, and may not indulge in any kind of irresponsible behaviour of the nature enumerated above.

Sd/ S. K. Sarkar  
for Secretary

[ 2 ]

**BOARD OF SECONDARY EDUCATION, WEST BENGAL**

Circular No. 55/56

Dated, the 1st December, 1956

From : The Secretary

To : The Heads of all recognised High Schools

**Sub : Ticketless travel in railways by students**

The undersigned is directed to state that it has been reported to the Board that students, who travel by railway from their homes to school and back, do not always possess necessary tickets. The Railway authorities have found it very difficult to put a stop to the above malpractice, and have sought the co-operation of all concerned to eradicate the evil.

Apart from the question of loss of revenue to the State the above evil practice encourages a sense of indiscipline among the students which has a far-reaching effect on their moral life. It reflects also on their conduct in the school and home. A student cannot grow into a useful citizen

unless the proper sense of responsibility to the State is inculcated in him from early boyhood. The teachers of school should therefore, see that the students under them are inspired with the above sense. The evils of the practice of ticketless travel should be brought home to the students, and they should be made to feel that it is beneath their dignity to travel by train without tickets.

The students should also be kept informed about the special facilities such as concession tickets etc. which the Railways offer to them. The rules regarding concession to students may be had on application from the Divisional Superintendent of the area concerned. The Headmaster should see that each student of his school, who regularly travels by train to attend school possesses the necessary monthly ticket. A list of such students should be maintained and they should be asked to produce their monthly tickets to the Headmaster on some fixed date every month.

Attention of the Board, has however, been drawn to cases of fraudulent use of concession facilities offered to bonafide students. The Headmasters of schools are also reported to have put their signatures on application forms for concession tickets, which were either incomplete or contained inaccurate information. Heads of Institutions are requested to take special care in such matters, not only to prevent the loss to public revenue by fraudulent use of concession facilities, but also because of the risk of their being involved in a criminal case if any person guilty of such malpractice is prosecuted by Railway authorities in a court of law.

Sd/ S. K. Sarkar  
for Secretary

[ 3 ]

## BOARD OF SECONDARY EDUCATION, WEST BENAAL

Circular No. 32/54

Dated, the 18th August, 1954

From : The Secretary

To : The Heads of all Recognised High Schools

**Sub : Students' Railway Concessional Monthly Tickets**

The undersigned is directed to draw the attention of the Heads of recognised High Schools to the following rules regarding issue of students' Railway Concessional Monthly Tickets over the Eastern and North Eastern Railways :

**I. EASTERN RAILWAY**

(Ref : Letter No. CR/TM 1472-D/BF dated the 28th June, 1954 from the Chief Commercial Superintendent)

**1. Rules**

(i) *Eligibility of students* :—Students of all schools including Primary and Secondary, recognised by the Education Department of the State in which the schools are situated are allowed the concession for travelling by rail daily between homes and schools.

(ii) *Age limit* :—Students of any age are eligible to the concessional fare both in the Calcutta suburban area including Howrah and Non-suburban sections. In the case of Calcutta suburban area including Howrah the concession is allowed to students aged 12 and above. Students below 12 years of age are allowed half the fare allowed to the members of the public.

(iii) *Non-Suburban area* :—In the Non-suburban area the concession is limited to a radius of 30 miles between homes and schools.

(iv) *Period of Issue* :—Monthly tickets are issued on any

day from the first of a month to the end of a month and are available for a month but no less charge is made for tickets purchased on any day after the first of a month.

(v) *Deposit Fee* :—In addition to the fare a deposit fee is payable for the first month, which deposit is refunded provided the tickets are returned to the station of issue on the last day of the month or on the first of the month following the month of issue.

## 2. Fares

(i) *Suburban area* :—Two thirds of the monthly season fares payable by the public are charged to the students aged 12 and above.

(ii) *Non-Suburban area* :—Twelve single journey fares are charged for students aged 12 and above and six single journey fares for students above 3 and under 12 years.

(iii) *Minimum fares* :—The concession fares are subject to the following minimum :

	<i>Suburban area</i>	<i>Non-suburban area</i>
First Class	Rs 4-0-0	Rs 6-0-0
Second Class	No accommodation	Rs 4-8-0
Inter Class	Rs 2-0-0	Rs 3-4-0
Third Class	Rs 1-0-0	Rs 2-7-0

## 3. Special forms for issue of tickets at the concessional fare

The special Forms in use for the purpose are bound in books and are serially numbered. The forms can be had on application to the Divisional Superintendents concerned. On presentation of the forms duly signed by the Head Masters of the schools to the Station Master, Booking Clerks of the station where the journey originates, monthly tickets are issued at the concessional fare. Fresh forms duly signed are required for each month.

[ 4 ]

## WEST BENGAL BOARD OF SECONDARY EDUCATION

Circular No. 27/64

December 15, 1964

To

The Heads of all recognized X-Class and XI-Class Schools

**Sub : Students' Round Tour Concession**

The undersigned is directed to enclose a copy of Circular letter No. C. 96/O/BF (R) dated the 21st November, 1964 from the Chief Commercial Superintendent, Eastern Railway, along with its enclosures on the subject noted above for the information of all concerned.

Sd/ A. Gupta  
for Secretary

**Enclo :** As stated.

"The concession of Round Tour Tickets admissible previously *vide* Serial No. 7 (10) of Annexure to Rule 401 of I. R. C. A. Coaching Tariff No. 18 Part I has also been revived in respect of students in parties of not less than ten (10) referred to in this office circular letter under reference.

"The heads of the schools or colleges who sponsor the tour should intimate well in advance to this office in case the tour originates from station on this Railway, particulars of the itinerary place of interest to be visited etc. in the form attached along with names, age and sex to enable the undersigned to issue Round Tour Concession Order.

"I shall be glad if you will give wide publicity of this concession amongst the heads of the schools/colleges under your jurisdiction.

"The receipt of this letter may kindly be acknowledged."

Sd/ Illegible  
for Chief Commercial Supdt.

### Certificate for Obtaining Concession Orders for Educational Trips

From : \_\_\_\_\_

To : The Authorised Officer,  
\_\_\_\_\_ Railway,  
\_\_\_\_\_ Station.

This is to certify that \_\_\_\_\_ students named below are bonafide students of my school/college/institution and are proceeding on education trip sponsored by \_\_\_\_\_. The particulars of itinerary are given below. They will be accompanied by the following teachers :—

Seal of School/  
College/Institution

\_\_\_\_\_ Station  
\_\_\_\_\_ Date

*Head Master/Head Mistress/  
Principal*

Certified that \_\_\_\_\_ is an  
institution recognised by \_\_\_\_\_

Seal of Office

\_\_\_\_\_ Station  
\_\_\_\_\_ Date

*Registrar, University/  
Secretary, Board of  
High Schools & Inter-  
mediate Education.*

### Certificate for obtaining students' concession for Educational Tours in parties not less than ten

From : \_\_\_\_\_

Office stamp of the  
School/College

To : The Chief Commercial Supdt.,  
Eastern Railway,  
Calcutta.

This is to certify that \_\_\_\_\_ (No. in words) boys/

girls named below are bonafide students of my School/College and are proceeding on educational tours sponsored by the School/College.

The tour is directly connected with their course of study and is a necessary part of the curriculum.

They will be travelling from—————(station) to—————(station) and concession order for their journey may please be issued available up to—————

No.	Names of students	Sex	Age
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Station—————

Date—————

*Principal/Headmaster/Headmistress*

**Note :** (i) Return tickets are not issued. A separate application should be made for each journey.

(ii) Entries not required should be scored out.

No.—————

## CONCESSION CERTIFICATE

**Certificate for obtaining concession orders  
for teachers**

*In parties of not less  
than four*

From \_\_\_\_\_

To The Divisional Superintendent,  
Eastern Railway, Sealdah

This is to certify that \_\_\_\_\_ Teachers named below are bonafide teachers of my School and are proceeding on educational tour of places of historical, geographical and cultural importance.

They are travelling from \_\_\_\_\_ (station) to \_\_\_\_\_ (station) and a concession order for their journey may please be issued available up to \_\_\_\_\_ (Probable date of starting)

**Note :** (i) Entries not required should be scored out.

(ii) Return tickets are not issued. A separate application should be made for each journey.

Nos.	Names of teachers			Nos.	Names of teachers		
	Names	Sex	Age		Names	Sex	Age
1				11			
2				12			
3				13			
4				14			
5				15			
6				16			
7				17			
8				18			
9				19			
10				20			

\_\_\_\_\_ Station

\_\_\_\_\_ Date

Headmaster/Headmistress/Principal/  
District Inspector of Schools/  
District Inspectress of Schools/  
District Education Officer/  
Sub-Divisional Education Officer

[ 5 ]

## EASTERN RAILWAY

OFFICE OF THE DIVISIONAL SUPERINTENDENT

SEALDAH

No. G. 75/3B/M/Con.

Date\_\_\_\_\_

To

The Principal/Headmaster/Headmistress/  
Superintendent/Secretary, \_\_\_\_\_**Sub : Supply of student Monthly concession order book  
(Com - C 53)**

Ref : Your letter No. \_\_\_\_\_ Dated \_\_\_\_\_

As asked for in your letter quoted above, \_\_\_\_\_  
book/books from No. \_\_\_\_\_ to No. \_\_\_\_\_ containing  
foils from No. \_\_\_\_\_ to No. \_\_\_\_\_ has/have  
been sent to you per bearer of your above quoted letter/by  
Registered Post on \_\_\_\_\_

The "Record foils" of the concession certificate should be preserved for 3 years by the issuing institutions very carefully under safe custody. Before destruction of the above foils, the institution should obtain prior concurrence from the Chief Accounts Officer (T.A. Branch), Eastern Railway, 16, Strand Road, Calcutta.

You are, requested to send monthly statement to the aforesaid officer direct as per proforma appended below by the 10th of the month following which the same relates to duplicating a copy to this office. In the case of your failure to submit the statement in time to CAG/TA as stated above, the supply of monthly concession order book will be stopped in your favour forthwith. Please acknowledge receipt of the above noted book/books.

## Proforma of the Statement

Statement of Monthly Concession Ticket Order issued to  
the students of \_\_\_\_\_ School/College  
during the month of \_\_\_\_\_ 197

Sr. No.	Conces- sion No.	Date of issue	From	To	Name of Student	Age	Remarks

Yours faithfully,  
for Divisional Superintendent.  
Sealdah.

[ 6 ]

## EASTERN RAILWAY

No. COM/87/62/CF/HE

Howrah, the 27th June, 1964

To

The Heads of Institutions

**Re : Rail Concession to Students under simplified (Revised) procedure—Disposal of used Concession Certificate Books (record foils) and monthly Student Concession book.**

It has been decided in consultation with Accounts Department that "Record Foils" of the Concession Certificates should be preserved for 3 years by the issuing Institutions carefully in their custody and prior to disposal the Institutions should obtain concurrence from the Chief Accounts Officer (TA), E. Rly., 16, Strand Rd., Calcutta.

Kindly acknowledge receipt of this letter.

Sd/ Illegible  
for Divisional Superintendent

## Procedure

When applying for the supply of the above concession certificates to this office, kindly send me the price of each

kind of the books Rs. 2.25 p. each along with your application. When this book is nearly exhausted please send your requisition to this office for further supply along with the cost thereof. As a measure of safety, these books should be kept in your personal custody. The following points should be specifically kept in view before the issue of concession certificates to your students and ensure correct issue of concession certificates to your bonafide eligible students, so as to avoid hitch on this account :—

(a) The concession appearing in Sl Nos. 5 & 7 of annexure to rule 401 of I.R.C.A. Coaching Tariff No. 18, Part I, is inadmissible to students of Institutions, such as day or night adult schools intended for the spare time education adult wage-earners.

(b) Rail concession appearing in Sl.Nos. 5 & 7 of annexure to rule 401 of I.R.C.A. Coaching Tariff No. 18, Part I, is admissible to the professional trainees provided they should be full time.

- (i) Their course of training should be full time.
- (ii) No salary or stipend exceeding Rs. 30.00 per month is paid to them during the training.
- (iii) No other facility like free or concessional boarding and lodging etc. is allowed.
- (iv) A recognised examination is required to be passed.
- (v) A certificate from a recognised all India or State Institution testifying to their professional competence of the course is also required to be obtained.
- (vi) The trainees should not be assured of any job on successful completion of their training. A condition that on completion of course of training the trainees should compulsorily serve for specified period is not to be taken as an assurance of a job.

(c) Rail concession appearing under Sl. Nos. 5 & 7 of annexure to rule 401 of I.R.C.A. Coaching Tariff No. 18, Part I, is admissible to the pupils in teachers' training

schools/colleges provided their salary or stipend or deputation allowance does not exceed Rs 30/- per month.

(d) Rail concession appearing in Sl. No. 7 of annexure to rule 401 of I.R.C.A. Coaching Tariff No. 18, Part I, is admissible to bonafide students of recognised schools/colleges/institutions when they travel in parties of not less than ten for educational purposes and to visit places of artistic importance. The Heads of the Schools/Colleges/Institutions should be clearly apprised of these rules while supplying concession certificate book for the purpose.

(e) The simplified revised procedure will not apply for Research Scholars who are eligible for concession under Sl. No. 7 of annexure to rule 401 of I.R.C.A. Coaching Tariff, Part I, when they travel individually in connection with their research work and the existing procedure regarding grant of rail concession will continue in their case.

The signature of students on the concession certificates should be taken in your presence which will be examined by the Booking Clerks, Ticket-Checking Staff to see that it tallies with the signature so as to guard against fraudulent use of these certificates.

There should be no alteration of erasing on these certificates, otherwise it would not be accepted for issue of concessional tickets.

[ 7 ]

### EASTERN RAILWAY

No. Com/87/66/CF/HE

Howrah, the 15th May, 1967

To

The Executive Secretary,  
West Bengal Headmasters' Association.

Re : Eligibility of Students who appeared at the last  
H.S. Examination for Students' Concession

Ref : Your letter No. WA/3/67 dt. 4.5.67

With reference to your letter under reference I have to

state that the concession only for the purpose of going home appearing in Serial No. 5 of Annexure to Rule No. 1 of I.R.C.A. Coaching Tariff No. 19 P. I, may be allowed to students of recognised schools, colleges, etc. who have completed their School or University Examinations and who are no longer on the rolls of their respective schools or colleges for a period not exceeding three months from the date of completion of the Examination subject to the production of the following :

(i) A certificate to the effect that the applicant was a bonafide student of (school/college) and appeared in the examination held by the.....School/University which expired on.....(date) signed by the Head of the Institution last attended by the applicant ;

(ii) A declaration by the applicant that he is still unemployed, countersigned by a Gazetted Officer.

2. For availing this concession the certificates referred to above should be produced to the Chief Commercial Supdt., E. Rly., Calcutta or to the Divisional Superintendents of this Railway in cases where journey originates from stations over this Railway who in turn will issue necessary letter of authorisation permitting the station staff to issue tickets at concessional rates.

In this connection, necessary instructions have already been issued to the Director of Public Instruction, District Inspectors and District Inspectresses of Schools, Secretary, Board of Secondary Education, West Bengal, by the Chief Comml. Supdt., E. Rly, Calcutta, as per his circular letter No. C. 96/G/BF, dt. 25.6.63.

Sd/- C. Bhadra  
*for Divisional Superintendent*

## XXV

### MISCELLANEOUS

[ 1 ]

#### BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 12/60

Dated, the 19th July, 1960

From : The Secretary

To : The Heads of all Recognized Secondary Schools

**Sub : Change of name or surname of a pupil**

The undersigned is directed to say that the Board of Secondary Education, West Bengal will not, henceforward, entertain any case relating to change of name or surname of a pupil (except of a girl pupil due to marriage, as stated in para 3 hereunder), if any such change is effected subsequent to the pupil's appearance at any of the examinations conducted by the Board.

In the event of any pupil in a school desiring to change his name or surname in the records of the school (not in the records of the Board), an affidavit duly sworn before a Magistrate or a Notary by the legal guardian and a notification issued by the said guardian in at least one newspaper will be necessary for the purpose of proving identity. Such change of name or surname of pupil in the records of a school will be done by the Head of the Institution and need not be referred to the Board.

It should, however, be clearly noted that the Head of the Institution must not allow any such change after the application form for the examination of the Board has been finally filled in by the pupil.

In the case of change of surname of a girl pupil due to marriage before her appearance at the examination of the

Board, such change of surname will be allowed in the records of the school on an application made to the Head of the Institution by the pupil concerned. Such an application should be duly counter-signed by the legal guardian of the pupil who was such before the marriage as well as by her husband.

If any change of a surname of girl due to marriage is necessary in the records of the Board, the change will be allowed on an application being made to the Board in the prescribed form.

This circular supersedes previous circulars on the subject.

Note : 'Legal guardian' means the father, or the mother if the father is dead or incapacitated. If both parents are dead or incapacitated, everything in this respect will be done by one who is acceptable as legal guardian by a Court of Law,

*for Secretary*

[ 2 ]

## WEST BENGAL BOARD OF SECONDARY EDUCATION

W.B.S.E. (G) Form No. 4

### Form of Application for Change of Surname necessitated by marriage

The Secretary,

West Bengal Board of Secondary Education

I beg to apply for sanction of the change of my surname from..... to.....necessitated by marriage. Full particulars regarding the Examination passed or appeared from the Board under my maiden surname are given below and the documents in which the change of my surname is to be recorded are enclosed.

Yours faithfully,

Signature

Date.....

## Particulars (in Block capitals)

1. Name—  
Maiden surname—  
Surname after marriage—
2. Present address in full—
3. Date of birth—
4. Father's name—
5. Husband's name—
6. Name of guardian as recorded in School Final/  
Higher Secondary Application—
7. Relationship with the guardian—
8. Name of the school where the student read last—
9. Date of marriage—
10. Examination passed/appeared—  
(a) School Final/Higher Secondary  
(b) Roll                      No.                      Year
11. Documents enclosed—  
(a)  
(b)  
(c)
12. Husband's counter-signature—
13. Father's/Mother's or Guardian's counter-signature—
14. Forwarded by—Signature—

Designation with office seal

Date.....

## Rule

1. Change of surname of a female candidate may be sanctioned by the Board provided it is necessitated by marriage and provided the applicant passed or appeared at any examination of this Board.

2. An application for such change of surname must be made in the prescribed form after getting it duly counter-signed by the applicant's husband and her father/mother/guardian (if father/mother is not alive then the signature of

her guardian as recorded in the School Final/Higher Secondary Application) and forwarded by the Headmaster/Headmistress of a recognized High School or a Government Gazetted Officer.

3. In the case of a registered marriage the Marriage Certificate in original should be produced.

Office note :

[ 3 ]

**BOARD OF SECONDARY EDUCATION, WEST BENGAL**

No. —————

Date —————

From : The Secretary,

Board of Secondary Education, West Bengal

To : The Secretary,  
—————

**Sub : Procedure for change in the name of your school**

Ref : Your No. —————

date —————

I am directed to inform you that the following procedure should be adopted prior to your submitting application to this office for a change in the existing name of your school.

You should in the first instance, convene a public meeting of the local people served by the school and record a resolution in favour of effecting the proposed change. The resolution of the public meeting should be accepted in a meeting of the Managing Committee of your school, and the fact published in leading news-papers. When these formalities are gone through, you should submit all relevant papers to this office through the Inspector/Inspectress of Schools of your district for effecting the necessary change.

Sd/- Illegible  
for Secretary

[ 4 ]

## BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 15/April/53

Dated, the 27th April, 1953

**Sub : Returning of answer scripts of Terminal Examinations**

From reference received in this office for clarification, it appears that the instructions issued in this office Circular No. 16/Nov/52 dated 21st November, 1952, are not quite clear to all. It is now notified for information that answer scripts of periodical examinations only, but not of Annual or Test Examinations, be returned to the pupils who after noting their mistakes, should return these to their Headmasters or Headmistresses.

Sd/ S. K. Sarkar  
for Secretary

[ 5 ]

## BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 16/Nov/52, Dated Calcutta, the 21st Nov., 1962

From : The Secretary

To : The Heads of all recognised Institutions

**Sub : Returning of answer scripts of Terminal Examinations to pupils**

I am directed to request you to introduce the practice of returning the answer scripts of Terminal Examinations to pupils for the information of their guardians.

Sd/ D. P. Ray Chaudhuri  
for Secretary

[ 6 ]

## BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 18/58

Dated, the 2nd July, 1958

From : The Secretary

To : The Heads of all recognised High Schools

**Sub : Changes in Prescribed Text books**

It has been represented to the Board that some schools too frequently change the text-books they prescribe for their own classes. This causes much hardship to the guardians. While there may be difficulties in allowing the book first selected to continue for years, a frequent change creates other difficulties.

In the circumstances, it is desired that in selecting books schools should exercise the greatest care and a book once prescribed should be allowed to continue unless there are compelling reasons for a change.

D. P. Ray Chaudhuri  
*Secretary*

[ 7 ]

## BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 13/56

Dated, the 5th February, 1956

From : The Secretary

To : The Head of all Recognised High Schools

**Sub : Teachers' Book-Stalls**

It has been brought to the notice of the Board that teachers of some schools run book-stalls in the school premises for selling text-books to school pupils.

The undersigned is directed to state that the Board disapproves this practice and it has been decided that no school should allow this to happen.

It is also requested that the existing book-stalls run by teachers in school premises should be closed, with immediate effect and report sent to the Board that this has been done.

Sd/- A. Gupta  
*for Secretary*

[ 8 ]

**BOARD OF SECONDARY EDUCATION, WEST BENGAL**

Circular No. 12/Nov/52

The 10th November, 1952

To : The Heads of all recognised Institutions

**Sub : Holding of Coaching Classes in the school premises**

It is notified for the information of the Heads of all recognised institutions that the Board considers it undesirable that Coaching Classes should be held in school premises, and organised by the school authorities, on payment of fees.

Sd/- S. K. Sarkar  
*for Secretary*

[ 9 ]

**BOARD OF SECONDARY EDUCATION, WEST BENGAL**

Circular No. 21/56

The 28th March, 1956

To : The Heads of all recognised High Schools

**Sub : Coaching classes in the school premises**

In continuation of this office Circular No. 12 Nov. '52, dated 10th Nov., 1952, the undersigned is directed to forward to the school authorities the following directives of the Board on the above subject for information and guidance :—

“That the holding of coaching classes in the school premises is bad in principle and is liable to give rise

to malpractice, but this may be allowed only after school hours for some students of Class-X who might be selected on the results of Annual Examination of Class-IX by the Headmaster, provided no fee is charged and that there are no complaints against the school that the privilege is being mis-used. The coaching class, in all cases, should be held under the direct supervision of the Headmaster of the School.

Sd/- A. Gupta  
for Secretary

[ 10 ]

## **WEST BENGAL BOARD OF SECONDARY EDUCATION**

### **Rules and Conditions for the issue of Duplicate Certificates, Mark-Sheets and Admit Cards**

1. Duplicate Certificates, Mark-sheets and Admit Cards are issued to candidates after the issue of original ones in case of loss, theft or damage.

(a) In case of loss or theft of the original certificate the matter should be reported to the police station and an endorsement as given on the application should be obtained.

(b) In case of original Certificate being damaged, the remaining portion should be attached to the application.

(c) In case of complete destruction of the original certificate a statement stating the fact duly counter-signed by the attesting authority should be submitted.

2. Application for the issue of any of the documents are to be properly counter-signed and sent to the Deputy Secretary (III) along with the required fee and following details :—

(i) Full name of the candidate in block letters & his/her present address in full.

- (ii) The name and year of the S. F./H. S. Examination,
- (iii) The name of the Institution from which he/she was sent up for admission to the examination concerned.
- (iv) The Roll and Number of the candidate.
- (v) The date of receipt of the fee by the Cashier of the Board.

*The Board will not undertake any responsibility in issuing any document in the absence of any of the details stated above.*

3. (a) In case of a **regular** candidate of a school the application will not be entertained unless forwarded by the Head of the Institution from which the candidate was sent up for being enrolled at the examination.

(b) In case of a **private** or an **external** candidate the application may be forwarded by any of the following persons with the seal of his office, full name, address and designation being clearly stated :—

(i) a Headmaster or Headmistress of a recognized High School (ii) a Principal of a recognized College (iii) a Gazetted Officer of the Central or State Government.

*Nationals of Pakistan are to apply through the Ministry of Education, Karachi.*

#### 4. Rates of Fees—

	Ordinary Urgent	
	Rs.	Rs.
(a) Duplicate S.F./H.S. Certificate	10	15
(b) Duplicate S.F./H.S. Admit Card	4	6
(c) Duplicate S.F./H.S. Mark-sheet	4	6
(d) Duplicate S.F./H.S. Comp. Mark-sheet		3
(e) Duplicate S.F./H.S. Mark-sheet ...	2	
for one subject in detail ...	3	4
(f) Duplicate S.F./H.S. Mark sheet ...	6	9
in detail (since the year 1960) ...		

5. The document will be usually available for despatch or delivery after 15 clear working days (excluding Sundays and holidays) from the date of receipt of the application and fee in cash only at ordinary rate and after 7 clear working days (excluding Sundays and holidays) from the date of receipt of the application and fees at urgent rate. The Board, however, reserves the right not to issue any duplicate document in case it deems fit.

6. Hours of delivery—from 3 p. m. to 4-30 p.m.

7. An authorised person of the candidate may also take delivery of the document on production of the Board's money receipt as also a letter of authority in which the signature of the authorized person should be attested by the candidate.

8. When the delivery of the document is intended to be taken in person the candidate must take delivery of it within three months from the date of receipt of the application and fees failing which the document will be forwarded to the attestor of the application.

The rules above are required to be fully and correctly complied with in all cases of issue of such documents and the issue of the documents may be delayed in case the application is found incomplete or incorrect in any respect.

S. K. Sengupta  
*Dy. Secretary (III)*

[ 11 ]

### CALCUTTA UNIVERSITY

Circular No. S. 334. Mat. Cert.

12th August, 1939

### Delivery of Matriculation Certificates

Heads of all recognized High Schools in Bengal and Assam, should forward or deliver the Matriculation Certificates to the successful candidates of their respective schools as soon as these are received from the University.

Otherwise, they will be held responsible if the certificates are in any way lost or destroyed in the school. If any certificate is not delivered, it should be kept by the Headmaster in safe custody and the matter should be duly reported to the University.

[ 12 ]

## CALCUTTA UNIVERSITY

Circular No.  $\frac{232}{S}$ 

9th August, 1925

**Provision for Tiffin**

The University consider that school authorities in conjunction and consultation with the guardians of the scholars should take steps with regard to the provision of proper nutrition for the students in the school under their control. In this connection the University call attention to the following passage in a letter which was recently addressed to the University on this subject which they think should be considered by the Committee of each recognised School.

"All boys in schools should be provided with tiffin and that it should be the duty of teachers to see that they are so provided. They could bring their own tiffin from home or can buy the same in the school premises provided the fare so supplied is wholesome and good. Some kind of refreshment is necessary at midday for their health. For ordinary purpose halua and chapaty (handmade bread) or chapaty and molasses are quite reasonable."

[ 13 ]

## CALCUTTA UNIVERSITY

SENATE HOUSE

No. 270-Th. P.

The 19th June, 1933

**Dramatic Performances**

*Revised order on the subject of participation of students and teachers in dramatic performances in Schools and Colleges.*

The Syndicate has from time to time received inquiries from authorities of educational institutions and others interested in education regarding the policy hitherto adopted by the University in connection with the participation of students in dramatic performances in schools and colleges. The circulars on the subject were approved by the University more than 17 years ago and the Syndicate recognises that the time has come when the policy hitherto advocated should be reviewed in the light of past experience and recent developments. The Syndicate has given the matter its careful and anxious consideration keeping in view the points for and against such participation and has decided to modify the existing circulars.

The Syndicate is of opinion that the participation of students in dramatic performances, if kept within proper limits, is of great educational value. The University is, therefore, prepared to allow such performances to be held in schools and colleges under certain well-defined rules and conditions. While recognising that this is a matter the details of which must necessarily depend on the judgement and care of the authorities of the institutions themselves, the Syndicate feels that the conditions indicated below will, apart from ensuring a certain amount of uniformity, also help the authorities in proper exercise of their judgement. The rules and conditions are—

(i) The Managing Committee or the Governing Body, as the case may be, will decide whether a dramatic performance will be held in a particular institution or not. While arriving at such a decision, due regard will be paid to the views of the Head of the Institution in particular and of the staff in general.

(ii) Such performances should not be allowed to interfere with the normal duties of the students. There should not therefore be more than two performances in an institution during the course of an academic year. Pupils and

students may only appear in a theatrical performance in their own institution.

(iii) The utmost care should be taken in selecting a drama intended to be staged. The play in question should first be carefully examined by the Head of the Institution and one or two members of the staff who may be selected by the Head for this purpose. It should then be placed before the Managing Committee or the Governing Body for their approval.

The question of selecting a suitable play may present greater difficulty in the case of schools than of colleges. As a rule, no play should be approved in a boys' school which includes the role of a female.\* Even in the case of a college, a play may require to be considerably edited before it will be found suitable for students. In some institutions it may perhaps be possible to secure the help of an enthusiastic and scholarly teacher who may undertake the task of composing a play suitable for the occasion. The selection of proper drama is the most important and difficult part of the problem. Upon this will depend the educational value of the entire scheme and the Syndicate trusts that the authorities will take special care to see that their judgement is exercised in a manner which will not be harmful to the interests of the students under their care.

(iv) Girl students must not participate along with boys in the enactment of a drama in a boys' school or a men's college.

(v) The students who purpose to take part in the performances are to obtain the previous written consent of their respective guardians and to submit the same before the Principal or the Head Master, as the case may be.

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\*The Circular is mainly intended for boys, but the principles with suitable modifications may be applied in the case of girls also.

(vi) Professional actors must not be permitted to take part on such occasions.

The task of giving necessary instructions and guidance to the students should be left in the hands of one or two members of the staff. If, however, suitable instructors are not available from among the members of the staff in any affiliated college or recognised school, the University will have no objection if old students of such institutions connected with similar institutions as members of their teaching staff, are invited by the Head of the Institution concerned to coach the students.

(viii) As a rule the Syndicate discourages the participation of teachers in such performances along with their students. If however in a particular case such participation is considered desirable the matter should be placed before the Managing Committee or the Governing Body for its approval. Particular care should be taken as regards the part allotted to such teacher in relation to the general scheme of the drama which will be enacted.

[ 14 ]

### BOARD OF SECONDARY EDUCATION, WEST BENGAL

Circular No. 30/58

9th September, 1958

To : The Heads of all Recognised High Schools

Sub : **Celebration of the Gandhi Week in Secondary Schools**

It is notified that the Central Advisory Board of Education appointed by the Government of India, have recommended that Gandhi Week may be celebrated in all schools some time in October every year. To implement this recommendation, the Ministry of Education, Government of India, have suggested a programme (attached herewith) for the guidance of the schools in celebrating Gandhi Week. It may, however, be added that there is nothing rigid about the suggestion in the programme and that there

are no set rules laid down for celebrating the week and that the Government of India only wish that it should be planned in a manner suitable and congenial to the local environment and appealing to the interests and aptitudes of the students and teachers.

Sd/ S. K. Sarkar  
for Secretary

[ 15 ]

**FINANCE DEPARTMENT  
GOVERNMENT OF WEST BENGAL  
AUDIT BRANCH**

No. 133 (52)-F  
F2M-100/62

Calcutta, the 12th January, '63

**MEMORANDUM**

**Sub : Recognition of the 10th Class Certificate from a Higher Secondary School in India as equivalent to School Final/Matriculation Pass Certificate for purposes of appointment to services and posts under the State Government.**

The question of recognition of the 10th Class Certificate from a Higher Secondary School in India as equivalent to School Final/Matriculation Pass Certificate for purposes of appointment to services and posts under the State Government has been under the consideration of Government for some time past. Government have, after careful consideration of the question, decided, in consultation with the State Public Service Commission, to recognise the 10th Class Certificate from a Higher Secondary School in India as equivalent to School Final/Matriculation Pass Certificate for purposes of appointment to services and posts under the State Government.

Sd/- B. B. Biswas.  
Deputy Secretary  
to the Government of West Bengal.

[ 16 ]

**BOARD OF SECONDARY EDUCATION, WEST BENGAL**

Circular No. 9/71

Dated, the 9th December, 1971

To : The Heads of all Recognized Secondary Schools  
in West Bengal.

**Re : Change of name and surname of a male candidate.**

The undersigned is directed to state that in exceptional circumstances which may appear to the Board fit and proper, applications for changes of names and surnames of male candidates at a time subsequent to their appearance at any of the examinations conducted by the Board, may be considered by the Board. Such applications should be made in the prescribed form (copy enclosed) through the Head of the Institution from which the candidate passed the examination conducted by the Board. A fee of Rs. 50/- will be required to be paid either by means of Crossed Postal Order addressed to the Accounts Officer, West Bengal Board of Secondary Education, Calcutta, or in Cash at Board's office. It should, however, be noted that the fee will not be refundable in any circumstances. Each application should be accompanied by—(i) an affidavit, duly sworn in before a Magistrate or a Notary, by the legal guardian, (ii) a copy of a notification declaring the proposed change of name issued by the said guardian in at least one newspaper for the purpose of proving the applicant's identity, and (iii) the recommendation of the Head of the Institution from which he appeared at the examination held by the Board.

2. If the application for change of name or surname is allowed by the Board, an endorsement to that effect will be made on the body of the School Final/or Higher Secondary Certificates, issued from the Board.

This is in partial modification of this Office Circular No. 12/60, dated 19.7.60.

Sd/- A. C. Chattopadhyay  
Secretary

W.B.B.S.E. (G) Form No. 4.B.

# FORM OF APPLICATION FOR CHANGE OF NAME/ SURNAME OF A MALE CANDIDATE.

To The Secretary,

West Bengal Board of Secondary Education,  
77/2, Park Street, Calcutta-16.

**Re : Change of Name/Surname of a male candidate.**

I beg to apply for sanction of the change of my name/surname from.....to.....Full particulars regarding the Examination I passed/or appeared at from the Board under my former name/surname are given below and the documents in which the change of my name/surname is to be recorded are enclosed.

Yours faithfully,

Dated———

.....

(Signature)

Particulars (to be filled in Block capitals) :—

1. Name : previous name/surname—
2. Name : Surname now prayed for—
2. Present address in full—
3. Date of birth—
4. Father's name—
5. Name of Guardian as recorded in the application form for appearing at the School Final/Higher Secondary Examination—
6. Relationship with the Guardian—
7. Name of the School where the student read last—
8. Date of change of name/surname—
9. Examination passed/appeared (a) School Final/Higher Secondary

(b) Roll No. Year.

10. Ground on which change of name/surname is applied for.
  11. Documents enclosed—(a)  
(b)  
(c)
  12. Father's/Mother's or Guardian's countersignature—  
Recommendations of the Head of the Institution from which the candidate appeared at the examination held by the Board.  
\_\_\_\_\_
- Date—                      Signature of the Head of the Institution  
with the School Seal.

### RULES

1. Change of name/surname of a male candidate effected subsequent to his appearance at any of the examinations conducted by the Board may be sanctioned by the Board on sufficient grounds as to the Board may appear fit and proper.
2. An application for such change of name/surname must be made in the prescribed form after getting it duly countersigned by the applicant's father/mother/guardian (if father/mother is not alive then the signature of guardian as recorded in the application form for appearing at the School Final/Higher Secondary Examination) and forwarded by the Headmaster/Headmistress of a recognized High School with his/her recommendations.

[ 17 ]

### GOVERNMENT OF WEST BENGAL Education Directorate

No. 2966(24) Sc/G  
6a-12G-68

Dated the 8th Aug. 1968

From : The Director of Public Instruction, West Bengal  
To : The District Inspector/Inspectress of Schools.

Sub : Payment of Government Dearness Allowance to  
the teaching and non-teaching staff of non-Govt.  
Secondary Schools.

It has been brought to the notice of the Education Directorate that in some cases payment of Government Dearness Allowance was withheld on the ground that approval of appointment of teachers was wanting. The undersigned is directed to say that payment of Government Dearness Allowance should not be withheld on this score if such teachers are qualified and they have been appointed within the sanctioned strength of the staff. In assessing sanctioned strength of an unaided school the yardstick prescribed for an aided Secondary School should be followed. If, for some reason or other, the Secretary of a school cannot draw Government Dearness Allowance the Headmaster of the school may be permitted to draw Government Dearness Allowance on furnishing an indemnity bond for proper disbursement of the amount drawn.

Sd/- Illegible  
for Director of Public Instruction  
West Bengal  
8.8.68.

## NATIONAL ANTHEM

Circular No. 15/57

Dated, the 7th June, 1957

From : The Secretary

To : The Heads of all recognised High Schools

**Sub . National Anthem**

It is regrettable that even after 10 years of the achievement of Independence, most of our boys and girls have learnt neither the correct singing of the National Anthem nor the correct attitude to be taken up during the singing of the Anthem in assemblies. The Board, therefore, feels that all secondary schools affiliated to it should take the following measures to put an end to this unfortunate state of things.

(1) Every pupil should be made to learn the National Anthem by heart.

(2) Steps should be taken ( with the help of teachers who have a musical bent) to teach the students the singing of the National Anthem in correct tune.

(3) Precise instructions should be given on a pupil's behaviour during the song and at its close. These are :

(a) As soon as the song begins everybody in the assembly should stand in attention. There should not be the slightest movement on the part of any individual member of the assembly.

(b) During the song there should be perfect silence and no movement or disturbing sound in the auditorium.

(c) At the close of the song everybody should resume his/her seat with as little noise or disturbance, as possible. There should, in no circumstances, be any clapping of hands or any other form of appreciative utterances.

(d) Boys and girls should be told that people all over the world are proud of their National Anthems

and, therefore, they sing them with all the dignity and solemnity that one can command. To smile, to move one's limbs or evince any lightheartedness will be showing disrespect to the National Anthem and is regarded as highly unpatriotic.

(4) An intensive drilling on the points noted above, should systematically be given, at least once every week if not oftener. The result achieved after a period of six months should be reported to the Board.

5. It is important to know that the whole song is not to be sung in assemblies. Only the first verse of the song is to be sung. Drilling in the correct singing of only the first verse is, therefore, necessary.

(6) Though the National Anthem is a popular song and should not be difficult to procure, steps are being taken to prescribe inclusion of this Anthem in text-books. Until then, the correct version of the song should be given to all the pupils.

(7). The tune is not a difficult one and it is also not difficult to get at the correct tune. The National Anthem has been recorded by gramophone companies and it would be worthwhile for a teacher with musical bent to listen to such records so that the correct tune might be mastered and imparted to pupils. Those, however, who can read the musical notations may also consult the correct notations as have been published by Government. A copy of the notation is attached herewith.

(8) After 'Jana Gana Mana' has been properly learnt and children have been properly disciplined, efforts, as above, may be made with the other National Song, 'Bande Mataram' where also the first verse only is to be sung on ceremonial occasions. The correct notations of 'Bande Mataram' are also annexed herewith.

(9) To achieve better results, however, the two songs should not be attempted simultaneously,

Sd/-D.P. Ray Chaudhuri

Secretary

बन्धु मातरम्

सुजलां सुफलां मलयजशीतलाम

[illegible]

বিশ্বভারতীর সৌজনে

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## XXVII

### ADDENDA

[ 1 ]

#### GOVERNMENT OF WEST BENGAL

#### EDUCATION DEPARTMENT

#### NOTIFICATION

No. 914-Edn (S)/S.8B-3/69Pt.VIII/70.—31st December 1970.—In exercise of the power conferred by sub-section (1), and, in particular by clause (d) of sub-section (2), of section 45 of the West Bengal Board of Secondary Education Act, 1963 West Ben. Act V of 1963), the Governor is pleased hereby to make, after previous publication as required by sub-section (1) of the said section, the following amendment in the Rules for Management of Recognised Non-Government Institutions (Aided and Unaided), 1969, namely :

#### Amendments

In the said rules—

- (1) in rule 2, after clause (f) add the following clause, namely :—
- (g) 'Sponsored institution' means an institution which is declared as such by the State Government by a notification published in the Official Gazette :  
Provided that an institution shall not be declared as a sponsored institution unless it is—
- (i) established by the State Government with or without aid or co-operation from others, or
- (ii) taken over by the State Government with the consent of the majority of persons for the time being

in charge of its management for its being maintained by the State Government in so far as its financial deficit is concerned completely by grant-in-aid" ;

- (2) in rule 32, after the words and figures "St Thomas' School Act, 1923 (Bengal Act XII of 1923)", add the following words, namely :

"Or to the Sponsored institutions".

By order of the Governor,  
J. C. SEN GUPTA, Secy.

[ 2 ]

## GOVERNMENT OF WEST BENGAL

### EDUCATION DEPARTMENT

No. 1818-Edn. (S)  
5P-23/66 Pt. Dated, Calcutta, the 11th September, 1969.

From : Shri S. N. Chowdhury,  
Deputy Secretary to the Government of West Bengal.

To : The Director of Public Instruction, West Bengal.

Sub : Improvement of the conditions of service of teachers of recognised non-Government Secondary school.

Ref : His letters No. 10624-GA dated the 18th September, 68 and No. 10625-GA dated 18th September, 1968.

.....

The undersigned is directed, by order of the Governor, to say that the Governor is pleased to direct that for Note (4) under 'C Assistant teachers' in the annexure to Govt. Order No. 1332-Edm (S) dated 25th December, 1966 viz. "Teachers who passed the B. Com. Examination (old course) of the University of Calcutta prior to the introduction of B. Com. Honours course and were appointed in aided High and Higher Secondary Schools before 1st. April, 1966 may be treated as Honours graduates for the purpose of the revised scale of pay", the following should be substituted :

"Teachers who passed B. Com. Examination of a recognised University and were appointed in aided High and Higher Secondary schools upto 24th December, 1966 may be treated as Honours graduates for the purpose of the revised scale of pay."

2. As regards fixation of pay of untrained teachers on acquiring the recognised training qualifications, the Governor is pleased to direct that the first increment in the appropriate time-scale of pay should be applicable to the teachers concerned from the date following the last date of examination—both theoretical and practical.

As regards past cases the pay of such teachers may be fixed on the above principle subject to the condition that no arrear pay should be allowed before 1st. April, 1968. The teachers concerned will get the benefit of stage from 1st. April, 1968 or thereafter as their dates of increment fall.

3. As regards fixation of pay of teachers on improvement of qualifications, it was laid down in the Government Order referred to above that case of teachers who would improve their qualifications after 1st. April 1966, the revised scales of pay should be made applicable to them from the date following the last date of examination—both theoretical and practical.

As regards past case, the pay of such teachers may be fixed on the above principle subject to the condition that no arrears prior to 1st. April, 1968 should be admissible to time.

4. The Accountant General, West Bengal has been informed.

5. This order issues with the concurrence of the Finance Department of this Government vide their U. O. Note No. AVII/1873 dated the 5th August, 1969.

Sd/- S. N. Chowdhury  
Deputy Secretary.

[ 3 ]

## GOVERNMENT OF WEST BENGAL

## EDUCATION DIRECTORATE

No. 8450-Sc/S (III) Dated, Calcutta, the 9th October, 1969.

From: The Director of Public Instruction, West Bengal.

To : The Secretary,

Sekendarpur Rai K. P. Pal Bahadur High School,  
P.O. Helan, Dist. Hooghly.

Sub : Fixation of pay of Shri Liaquat Hossain, craft teacher.

Ref : Your letter No. 107/69 dated 28. 8. 69.

With reference to your above letter I am to observe that in terms of Govt. Order No. 354-Edn (D) dated 3.3.62. Craft Teachers (Matriculate and trained in recognised institutions) were allowed the pay scale of Rs. 115-3-133-4-185/-. The above qualification shown in the bracket after Craft teachers was modified in Govt. Order No. 2911-Edn(D) dated 29. 8. 64. and replaced by the following :—

“School leaving certificates or recognised equivalent qualification with two years’ craft training certificates.”

As regards craft teacher with school leaving certificates or recognised equivalent qualification with one year’s craft training certificates or teachers with good general education with two years’ craft training certificates, the scale of Rs. 80-2-100-3-130-4-150/- was prescribed in terms of Govt. Order No. 2912-Edn(D) dated 29. 8. 64. in further modification in the annexure to the Govt. Order No. 854-Edn dated 3. 3. 62. The modifications in both the cases took effect from 1. 4. 61 as per the subsequent Govt. Orders quoted above.

As such, Shri Liaquat Hossain, Craft teacher of your school is entitled to the scale of Rs. 80-2-100-3-130-4-150/- as he has one years’ Craft training Certificate. He is entitled to usual increment, as and when due, in the same scale.

Sd/- Illegible  
for Director of Public Instruction, West Bengal.

[ 4 ]

## GOVERNMENT OF WEST BENGAL

## EDUCATION DIRECTORATE

## GRANT-IN-AID SECTION

No. 152 (24) G.A.      Dated. Calcutta, the 9th April, 1970  
29th June

From : The Director of Public Instruction, West Bengal.

To : The District Inspector of Schools, Cooch Behar.

**Sub : Approval of appointment of Teaching and Non-teaching staff of upgraded Higher Secondary Sections of Non-Government Secondary Schools—including extension of services of such staff.**

In continuation of this office No. 9572 (24)-G. A. dated the 11th September, 1969 the undersigned is directed to state that he/she is hereby authorised to approve henceforward and until further orders, the appointments within the sanctioned strength, as stated below, of the Teaching and non-Teaching staff of the Upgraded Higher Secondary/Multipurpose Sections of Non-Government Secondary Schools is under his/her control.

**Pattern of admissible staff—Strength—Stream-wise :**

(Status quo should be maintained if the staff already sanctioned by this Directorate in respect of any individual school—exceeds that noted below).

**1. Humanities :**

- (a) Two teachers of **elective subjects** (one more may be added when class XI has been opened).

**Qualifications :** M.A/M.Sc/B A. (Hons)/B.Sc. (Hons) in the Elective Subjects taught (preferably trained).

- (b) One Craft teacher : School Final passed with two years' Craft Training Certificate from recognised institution.

- (c) One Class IV staff : (Preferably class VIII passed, for new entrants).

**2. Science :**

- (a) Three teachers of **elective subjects**.

Qualifications : M.A/M.Sc/B.A.(Hons)/B.Sc.(Hons)  
(preferably trained) in respective subjects.

- (b) Two Class IV staff--With good general education or at least Class VIII passed.

**3. Commerce :**

- (a) One teacher of **elective subject** (one more may be added when class XI has been opened).

Qualifications : M. Com/B. Com (Hons)—preferably trained.

- (b) One short-hand Typewriting Instructor (if the subject is offered in the school).

Qualifications : School Final passed with necessary training certificate in the subject from a recognised institution.

**4. Technical :**

- (a) One Senior Teacher of the Technical Section (Part time).

Qualifications : B. E./A. B. I. E.

- (b) One teacher in Engineering (one more may be added when class XI has been opened.)

Qualifications : Diploma in Engineering/L. M. E./L.E.E./L. C. E.

- (c) Two Workshop Instructors—

Qualifications : School Final passed with relevant training certificate from a recognised institution.

- (d) One Clerk-cum-store-keeper—

Qualifications : School Final passed with experience in accounts and store-keeping.

- (e) Two Class IV staff—Preferably Class VIII passed, for newentrants.

**5. Agriculture :**

- (a) One teacher of Agriculture (One more may be added when Class XI has been opened).

Qualifications : M.Sc. (Agri.) /B.Sc. (Agri.) Class II.

- (b) One Agriculture Instructor—B.Sc. (H) or M.Sc. in Physics or Chemistry.

Qualifications : Higher Secondary passed in Agriculture or School Final passed with two years' Agriculture training certificate from a recognised institution.

- (c) One Watchman—Qualification not stated.

- (d) Two Class IV staff—Preferably Class VIII passed (for new entrants).

**6. Fine Arts :**

- (a) One teacher of Fine Arts (one more may be added when Class XI has been opened).

Qualifications : Matric/S.F./Higher Secondary passed with Diploma in Fine Arts from the Government College of Art & Craft or from Visva-Bharati.

- (b) One teacher of Music (one more may be added when Class XI has been opened).

Qualifications : I. Muse/B. Muse from recognised institution University.

- (c) Two accompanists (Part-time).

Qualifications : Certificate from a recognised Music Institution. Proficient and reputed accompanist in the particular line.

- (d) One Class IV staff—Preferably Class VIII passed (for new entrants).

**7. Home Science :**

- (a) One teacher of elective subject (one more may be added when class XI has been opened).

Qualifications : B.A./B.Sc./I.A./I.Sc. with certificate/ Diploma in Home Science from recognised institution.

- (b) One Class IV staff—Preferably Class VIII passed (for new entrants).

N.B. : Ordinary Science Graduate teachers with approved Content Course Training in the relevant subject are also eligible for appointment as elective teachers under the Science stream.

While approving appointment of duly qualified teachers of elective subjects within the sanctioned strength necessary checks should be exercised to see that the teachers appointed possess the qualification as required for the teaching of the relevant elective subject. No ordinary Graduate is eligible for appointment, even against a temporary vacancy in Science, Humanities and Commerce subjects. B.Sc. with Biological Sciences only may be appointed, if the subject is actually offered in the school. Appointments of Craft teachers with qualification as prescribed by Government at the time of appointments—provided such appointments if any were made from 1963 to 1966 in Higher Secondary schools with Science Stream and which school are in receipt of maintenance grant from Government for the same stream may be approved and admitted for grant of salary deficit.

Higher Secondary Schools have been taken under Grant-in-aid Scheme in respect of those streams only as are noted below :—

Humanities and Commerce streams sanctioned upto 1962 and other streams sanctioned upto 1966.

As such, the procedure prescribed for the approval of the staff of the Normal Sections of aided Secondary Schools, may also be followed in respect of the staff of the Higher Secondary Sections—for the Streams for which maintenance grant is being paid by Government. As regards the staff for Streams for which no Government grant is paid, the cases for approval may be dealt in the same manner as mentioned above, subject to the condition that no salary deficit on account of such teachers will be admissible and claimed from Government so long the relevant stream for which the teachers have been appointed, has not been included for sanction of Grant-in-aid under orders of the Government. The condition, noted above, should be clearly noted in each case of such approval.

As regards the approval of appointment of qualified part-time elective teachers, where necessary, a certificate from the whole-time employer permitting the Part-timer to work in the school, should be obtained and if the part-time teacher works 6 periods a week, he may be paid Rs. 75/- per month and if he works 10 periods he may be paid Rs. 100/- per month. No students or Research Scholars or full-time teachers of any school are eligible for such part-time employment.

In no case the appointment of the Headmaster or Assistant Headmaster-appointed on transfer to Higher Secondary Section should be approved.

The authorities of the schools concerned under his/her jurisdiction may please be informed accordingly and the general procedure as laid down in Government Order No. 1598-Edn (S) dated the 15th July, 69 in respect of approval of a appointment and extension of services of staff of Aided and Unaided Secondary Schools, may be strictly followed.

An acknowledgement of this letter is requested.

Sd/- P. Bhattacharjee,  
for Director of Public Instruction, West Bengal.

[ 5 ]

### HEAD MASTER'S FUNCTIONS

(As per Revised School Code of Calcutta University)

The Head Master shall prepare the annual list of holidays in consultation with the Committee. The number of holidays shall not exceed that sanctioned from time to time by the University. The Head Master in consultation with the Secretary may also grant holidays on special occasions.

The conduct of current business of the school, such as arrangements of classes, time-table, examinations, class pro-

motions, selection of candidates for the Matriculation Examination and all matters relating to school discipline and teaching shall be left entirely to the Head Master, provided that in all cases of rustication or expulsion, the decision of the Head Master shall require the approval of the Committee. The selection of text-books shall be made by the Head Master after duly considering the list of books prescribed by the Central Text-Book Committee, with approval of the Committee. In all matters where the Head Master is overruled by the Committee the decision and the reasons thereof shall be recorded in the proceedings.

In all disciplinary action of a lighter nature than expulsion or rustication, the Head Master shall be the final authority, it being open to the Head Master to report any serious case to the Committee.

Orders in rustication and expulsion cases, unless confirmed by the Director of Public Instruction and notified to other schools under his control, shall apply to the school in question only.

The Head Master's opinion shall be recorded in writing in all cases of appointment, promotion and removal of the members of the teaching staff.

There shall be a Council of Teachers in every school of which all teachers shall be entitled to be members. The Head Master shall consult the Council in all important matters in which he considers consultation is necessary.

**Note :** Re : Calling of the meeting of the Teachers' Council,

The Head Master is to call a meeting of the Teachers' Council and no meeting of the Council can be convened by anybody without the consent of the Head Master, who is to be regarded as ex-officio President of the Council.

[ 6 ]

## GOVERNMENT OF WEST BENGAL

## Education Department

Notification No. 552-Edn./8B-43/54 dated 21st January, 1955.

## AMENDMENTS

1. For the *Explanation* to clause 10 of the conditions under rule 1 of the said rules *substitute* the following proviso, namely—

“Provided that this condition shall not be operative during a period of five years from the date of commencement of these rules.”

2. For condition 14 under rule 1 of the said rules *substitute* the following :

“14(1) The following shall be the minimum scales of salary for teachers of High Schools :

Name of post	Qualification	Type of School	Scale of pay (minimum)
1.	2.	3.	4.
Head Master.	Good Master's degree or Good Bachelor's with Honours, with good B. T. degree or its equivalent diploma.	A	Rs. 200-20/2-400. Rs. 175-15/2-325.
		B	
		C	Rs. 150-15/2-240.
		D	Rs. 150-10/2-200.
Assistant Head Master,	Good Master's degree or Good Bachelor's degree with Honours, with good B. T. degree or its equivalent diploma.	A	Allowance of Rs. 50/-
		B	Allowance of Rs. 35/-
		C	Allowance of Rs. 25/-
Trained Teachers.	Master's degree or Bachelor's degree with Honours, with B. T. degree or its equivalent diploma.	All Types—	Rs. 125-5/2-130-10/2-150.

Name of post	Qualification	Type of Schools	Scale of pay (minimum)
1.	2.	3.	4.
Teachers	Bachelor's degree with B. T. degree or its equivalent diploma.		do Rs. 100-5/2-120- E.B.-120-10/2 150.
Untrained. Teachers.	Existing approved teachers in aided High Schools with Bachelor's degree with Honours or Master's degree <i>plus</i> five years approved teaching experience to their credit on the 31st. December, 1951.	do	Rs. 125-5/2 130- 10/2-150
Teachers.	First or Second Class Master's degree.	do	Rs. 105-5/2-120- E.B.-120-10/2-150.
Teachers.	Existing approved teachers in aided High Schools with Bachelor's degree <i>plus</i> ten years' approved teaching experience to their credit on the 31st December 1951.	All Types.	Rs. 100-5/2-120- E.B.-120-10/2- 150.
Teachers.	Third Class Master's degree or Bachelor's degree with Honours.	do	Rs. 100-5/2-120- E.B.-120-10/2- 150.
Teachers.	Bachelor's degree with distinction.	do	Rs. 80-5/2-100.
Teachers.	Bachelor's degree with ten years' teaching experience in recognised Secondary Schools.	do	Rs. 80 5/2-100.
Teachers.	Bachelor's degree	do	Rs. 70-5/2 100.
Teachers.	Certificate of passing the Intermediate Examination with L.T. or its equivalent.	do	Rs. 70-5/2-100.
Teachers.	Other approved untrained teachers in existing aided High Schools.	do	Rs. 60-3/2-78-2-80.

[These teachers should get themselves trained within a period of three years from 1st April, 1954.]

12. The probationary period for teachers shall be two years :—

Provided that in the case of a confirmed teacher of an aided High School appointed in another aided High School on an identical scale of pay further period of probation may be waived or relaxed at the discretion of the Managing Committee :

Provided further that if a confirmed teacher is appointed in another aided High School on a higher scale of pay, the period of probation shall be one year.

All teachers on confirmation shall be entitled to a contributory Provident Fund, the management contributing  $6\frac{1}{4}$  per cent.

### 3. *Fixation of the pay of Headmasters :*

The pay of Headmasters shall be fixed in the respective scales of pay referred to in clause (1) on the basis of the length of their service as Headmasters in recognised unaided High Schools, and in the case of existing Headmasters in aided High Schools, two advance increments shall be allowed with effect from the 1st of April, 1948 or from any subsequent date on which the initial pay may have actually been fixed, to which shall be added the usual increments of the scale. The existing Headmasters of aided High Schools shall draw their pay at the rate thus fixed with effect from the 1st of April, 1954 and shall not be entitled to any arrear adjustment of pay prior to that date.

### (4) *Fixation of pay of teachers :*

The pay of each teacher shall be fixed on the basis of the initial pay under the respective scales of pay referred to in clause (1) from the 1st April, 1948 or from any subsequent date on which his initial pay may be or may have been actually fixed, to which shall be added the usual

increments of scale. The existing teachers of aided High Schools shall draw pay at the rate thus fixed with effect from the 1st April, 1954, and shall not be entitled to any arrear adjustment of pay prior to that date.

**(5) Sanskrit, Arabic and Persian teachers :—**

Approved Sanskrit teachers, with one Government title and five years teaching experience or with two Government titles and three years teaching experience, and Arabic and Persian teachers with F. M. or equivalent qualifications and five years' teaching experience in recognised secondary schools shall be allowed the benefit of the scale of pay for graduate teachers, namely, Rs. 70-5/2-100.

**(6) Art. Music and Craft teachers :**

Approved undergraduate teachers with a recognised Diploma or Certificate in the subject shall be allowed the benefit of the scale of pay of Rs. 60-3/2-78-2-80.

3. After rule III of the said rules add the following **Explanation**, namely :—

**“Explanation**—In these rules ‘approved’ means approved by the Board of Secondary Education, West Bengal.

[ 7 ]

**BOARD OF SECONDARY EDUCATION, WEST BENGAL.**

Rules under section 62 read with section 61 and section 36 (2)(f) and section 25 (3)(c) of the West Bengal Secondary Education act, 1950, providing for the conditions to be fulfilled by High Schools applying for or is in receipt of grants-in-aid and the procedure for distributing such grants and for the determination of the amounts of (recurring) grants-in-aid to be given to individual High Schools.

(Notification No. 5899 Edn. dated 8th December, 1951)

1. The conditions to be fulfilled by High Schools applying for or in receipt of grant-in-aid shall be as follows :

1. Only such High Schools as are considered to be well conducted shall be eligible for receiving grants-in-aid.

2. Payment of grants-in-aid to a High School shall be conditional upon the maintenance of satisfactory discipline and satisfactory relation between the teachers and students of the school and maintenance of a acceptable standard of academic efficiency.

3. High Schools receiving grants-in-aid and the accounts and the records of such schools shall be open to inspection by nominees of the Board the Inspectors and Inspectresses of Schools and by the respective Commissioners of Divisions and District and Subdivisional officers. The records and accounts of such High Schools shall be placed in such custody as to be readily accessible to the said inspecting officers visiting the schools.

4. The reports of the Inspectors and Inspectresses of Schools shall be forwarded through the Director of Public Instruction to the Board of Secondary Education.

5. Only the post-primary classes (classes V to X) shall be taken into account for calculating a grant for a High school.

6. The maximum enrolment in a class section of the High School should not normally exceed 40.

7. A High School should have a minimum enrolment of 150 pupils in the post-primary classes (V to X) to earn a grant, with a further proviso that no less than 20 per cent. of the pupils should be in the two top classes.

8. The ratio between the number of teachers and the number of scholars in a High School should generally be not less than 1 : 20.

9. All untrained teachers employed should be trained as early as practicable.

10. Of the total number of teachers at least half should be trained Graduates.

Explanation—During the decade following the commencement of these rules, an Honours Graduate or an M. A. or M. Sc. with five years of teaching experience in approved schools may provisionally be regarded as a trained teacher for the purpose of a grant.

Of the existing teachers who have rendered approved service in a school for more than ten years, the Board of Secondary Education will have the option of regarding them as equivalent to trained teachers for the purpose of calculating the grant.

11. The Headmaster should be an experienced teacher of proved ability and must hold a good Master's degree or a good Honours degree and a good B. T. degree or equivalent qualifications.

12. The minimum fee-rates shall be as follows :

Area :	Classes.		
	(V-VI)	(VII-VIII)	(IX-X)
	Rs.	Rs.	Rs.
Calcutta and Howrah ...	5·00	5·50	6·00
District towns and industrial areas ...	4·00	4·50	5·00
Rural areas ...	3·00	3·75	4·50

Free-studentships shall be granted up to 10 per cent. in Calcutta and Howrah High Schools, 15 per cent. in Schools in district towns and in the industrial areas, and 20 per cent. in High Schools in rural areas. The Board of Secondary Education may, however, fix a lower limit in the initial years, in consideration of the economic conditions of any particular area.

13. Classification of schools.—For the purposes of recurring grant-in-aid, High Schools with enrolment of over 750 will not be taken into consideration. Their requirements for non-recurring grants for special purposes shall

be considered ad hoc. The other High Schools will be divided into the following categories :

- A. High Schools with enrolment of from about 501 to 700.
- B. High Schools with enrolment of from about 351 to 500.
- C. High Schools with enrolment of from about 200 to 350.
- D. High Schools with enrolment below about 200, but a school with enrolment of below 150 will not be normally eligible for any grants. In the case of Girls' High Schools a lower limit of enrolment will be admissible for grant-in-aid purposes during the first five years after the commencement of these rules.

All Schools to be eligible for grant-in-aid should provide for the following amenities prescribed in the Report of the School Buildings Committee of the Central Advisory Board of Education :

i) Efficient administrative machinery for the proper conduct of the school ;

ii) Good and sufficient accommodation ;

iii) Adequate playing fields and grounds for physical culture ;

(iv) Satisfactory drinking water-supply ;

(v) Proper laboratories and workshop ;

(vi) A well-equipped library ;

(vii) Sanitary facilities : and

(viii) Amenities for out of school activities.

14. (1) The following shall be the minimum scales of salary for teachers of High Schools :

Name of post	Minimum qualification	Type of School.	Scale of pay (minimum)
			Rs.
Headmaster	Good Master's degree or Good Honours degree, and good B. T. degree or its equivalent.	A	200-20/2-400
		B	175-15/2-325
		C	150-15/2-240
		D	150-10/2-200
Assistant Headmaster	Good Master's degree or Good Honours degree, and good B. T. degree or its equivalent	A	Allowance of Rs. 50.
		B	Allowance of Rs. 35.
		C	Allowance of Rs. 25.
Teachers	B.A. or B.Sc. with B.T.	All types	75-5/2-120
			E.B.—120-10/2-150.

Note.—*Honours Graduates* or M.A. or M.Sc. may be given an initial starting pay of Rs. 90 in the above grade.

Teachers	Graduates and trained under-graduates	60-5/2-100
	Undergraduates	50-3/2-80

2. The *probationary period* for teachers shall be *two years*. All teachers on confirmation shall be entitled to a contributory Provident Fund, the management contributing  $6\frac{1}{4}$  per cent. In addition, an allowance of Rs 20 per month shall be attached to certain posts of responsibility in a High School such as Heads of Studies, Director of Sports and Games, and the like. A minimum Dearness Allowance at the flat rate of Rs. 10 per month shall be granted to teachers for three years next following the commencement of these rules.

3. Fixation of the pay of Headmasters.—The pay of Headmasters shall be fixed, after reduction, where necessary on the basis of the length of their service as Headmasters. Those who have overdrawn any amount on account or fixation of the pay on the basis of their total service as teachers, will be required to adjust the amount overdrawn, against future increments, as and when earned.

4. Sanskrit teachers—Sanskrit teachers with one Government title with five years' teaching experience in secondary schools shall be treated on the same basis as Sanskrit teachers with two Government titles and three years' teaching experience and allowed the benefit of the scale of pay for Graduate teachers, namely, Rs. 60-5/2-100.

15. The salary of the teachers may be treated as approximately 75 to 80 per cent. of the total budget of the High School. The balance will cover the cost of (a) administration, (b) books, stationery and equipment, (c) maintenance and repair of buildings, furniture, (d) loan charges, and (e) special services including school meals, school health services, and such other matters.

II. The manner of calculating the amount of grant-in-aid to be given to a High School shall be as follows :

The grant shall be calculated at (a) half of the salary of the trained teachers in non-rural areas (but may be raised to 60 per cent. of this salary in rural areas for the first decade), (b) one-third of the salary of the untrained, but approved teachers, and (c) one-third of the expenditure other than the salary of the teachers. The maximum limit of a recurring grant may not, however, exceed the net deficit.

III. The Board of Secondary Education may allow a High School to earn a grant if it is satisfied that the school authorities will fulfil the conditions generally within one year from the sanction of the grant.

( 8 )

### An Important Judgement

#### IN THE HIGH COURT AT CALCUTTA

Criminal Revisional Jurisdiction, The 10th April, 1964.

Present : The Hon'ble Mr. Justice R. N. Datta.

Criminal Revision No. 1321 of 1962.

Ganesh Chandra Saha, (Headmaster), Accused, petitioner,  
Versus

Jew Raj Somani, (a student), Complainant, Opposite Party.

The revisional application is directed against an order of conviction and sentence under section 323 of the Indian Penal Code.

The complainant's case was as follows :

He was a student of class VII of Samshi Secondary School in the district of Malda. The petitioner was the Head Master of the school. On August 12, 1962 during

the school hours one other student named Hiran lost one of his books while in the school. The complainant was found to have stolen that book. The petitioner thereupon beat him with a cane and also gave him fists and blows.

The petitioner was on this allegation tried under section 323 of the Indian Penal Code. He pleaded not guilty. The learned Magistrate convicted the petitioner under section 323 of the Indian Penal Code and sentenced him to pay a fine of Rs. 15/- in default to suffer simple imprisonment for three days.

Mr. Chatterjee, who appears for petitioner, does not question the finding of fact that the petitioner beat the complainant with a cane and gave him some fists and blows. He contends, however, that the petitioner has not committed any criminal offence in view of section 88 and 89 of the Indian Penal Code.

Under section 89 of the Indian Penal Code, nothing which has been done in good faith for the benefits of a person under 12 years of age by or by consent, either express or implied, of the guardian or other person having lawful charge of that person, is an offence by reason of any harm which it may cause to that person. Here, in this case the complainant gave his age 13 years at the time he gave evidence i.e. on July 12, 1962. It would not, therefore, be safe to hold that at the time of the incident he was under 12 years of age. Obviously therefore, section 89 of Indian Penal Code is not attracted to the facts of this case.

Under section 88 of the Indian Penal Code, nothing which is not intended to cause death, is an offence by reason of any harm which it may cause to any person for whose benefit it is done in good faith, and who has given consent, whether express or implied, to suffer that harm. From the facts it cannot be said the beating was intended to cause death. The complainant, a boy of very tender

age, was found to have stolen a book of another student in the school. Beating was, clearly enough, for correcting him so that he may no more commit theft in future. The beating must, therefore, be said to have been for the benefit of the complainant.

Mr. Sinha, who appears for the complainant, submits from the nature of the injuries it should be said that the action of the petitioner was not in good faith. There were some strokes with a 'cane and there were some fists and blows too ; from the medical evidence it appears that there were 5 ecchymosis but all of these were of minor nature. One tooth was found loose and that could have been caused by some blow. But from this it cannot be said that the action of the petitioner was *malafide* i.e. not in good faith. The motive for the beating is very relevant for determining if it was in good faith. There is no doubt that the petitioner's motive was to correct the complainant for his future good and to maintain discipline in the school. Mr. Sinha refers to a circular issued by the Board of Secondary Education. This circular does not totally prohibit corporal punishment but directs the Headmaster to exercise proper restraint when inflicting corporal punishment. Corporal punishment, according to this circular, should be administered to inflict pain only without any bodily injury. There has, however, been some bodily injury in this case. But merely because the petitioner exceeded the limits prescribed by the administrative circular of the Board of Secondary Education, it cannot be said that the petitioner has deprived himself of the protection given to him under section 88 of the Indian Penal Code, because the circular of the Board of Secondary Education cannot and does not override the provisions of the Penal Code. The mere fact that he exceeded the limits prescribed by the circulars of the Board of Secondary Education does not prove that the petitioner did not act in good faith. I have no doubt that the petitioner acted in good faith.

There is no material form which it can be said that there was express consent of the complainant or his guardian to suffer such beating. I have, however, no doubt that implied consent to suffer such beating should be presumed from the fact that the complainant was sent to the school for his education. When a boy is sent by his parent or guardian to a school, the parent or the guardian must be said to have given an implied consent to his being under the discipline and control of authorities and to the infliction of such reasonable punishment as may be necessary for the purposes of school discipline or for correcting him. Then again when a boy over 12 years of age himself goes to a school, he comes under the discipline and control of the school authorities and to receive such responsible and moderate corporal punishment as may be necessary for his correction or for maintaining school discipline. Under the Indian Penal Code consent can be given by a child not under 12 years of age (vide section 90 of the Indian penal Code). The action of the petitioner in administering corporal punishment to the complainant is, therefore, covered by section 88 of the Indian penal code.

The English law recognises that a school master may inflict corporal punishment on a pupil for purposes of correction or for enforcing school discipline. The English law also recognises that while the child is at school, the school master is in the position of a parent, that the parental authority is delegated to the school master and the school master represents the parent for the purpose of correction. (vide *Regina v. Hopley* 1860 2 F and F. 202 and *Cleary v. Booth* (1883) 1 Q. B. 465). The Rangoon High Court has held in *king Emperor V Maung Ba Thaung* (A. I. R. 1926 Rangoon 107) that the school master can inflict reasonable corporal punishment. In that case a school master was prosecuted under section 323 of the Indian Penal Code for beating a boy of the school with a cane. It was held that the school master had committed no offence, in view of

section 89 of the Indian Penal Code because the school master acted bonafide in the interest of school discipline.

The Madras High Court has held in *Sankumni Vs. Swaminath pattar* (A. I. R. 1922 Madras 200) that a school teacher as delegate of the parent may for the purpose of correcting the child inflict moderate and reasonable corporal punishment. The Bombay High Court has also held in *G. B. Ghatage Vs. Emperor* (A. I. R. 1949 Bombay 226) that a school teacher commits no offence if he inflicts moderate corporal punishment on a pupil. In that case the boy was 15 years of age. The school teacher gave 5 or 6 strokes with a cane as the boy was guilty of misconduct in his class. It was held that the school teacher committed no offence in view of the provisions of section 88 of the Indian Penal Code as the punishment was for correcting the boy and for maintaining school discipline.

Thus my conclusion that the petitioner in this case has committed no offence under section 323 of the Indian Penal Code in view of the provisions of section 88 of the Code finds support in these authorities.

In the result, the revisional application is allowed and the Rule is made absolute. The conviction and sentence of the petitioner are set aside and he is acquitted.

The 10th April, 1964.

Sd/- R. N. Dutta



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